IAI SGP-HW Proposal Writing Workshop 2018
Agenda

DAY 1. Monday, August 27th and September 10th

Plenary session

Module I – Introduction: Sustainability Science for Action (1½ hour)
Introductions
Opening and presentations. *Marcos Regis da Silva, IAI Executive director, and Maria Uhle, US National Science Foundation*
IAI Directorate presentation
Open discussion
Desired outcome: Shared understanding of workshop expectations, and what IAI is looking for in the full proposals.

Break

Module II – Team and Network building (45 minutes)
Keynote speakers: Kathy Halvorsen and Erin Pischke, Michigan Technological University
Team building activity
Teams discuss roles and responsibilities
Desired outcome: More cohesive transdiciplinary teams that clearly understand how each member will contribute to knowledge generation and application

Module III – Defining Scope and Purpose (1 hour)
Keynote speaker: Carlos Joly, University of Campinas.
IAI Directorate presentation
Discussion
Desired outcome: A clear identification of policy needs and frameworks as they apply to the scope of the projects, and about the feasibility of addressing them in a two-year research program

Break

Module IV – Goals and Objectives (1 hour)
Keynote speaker: Molly Cross, Wildlife Conservation Society
IAI Directorate presentation
Discussion
Desired outcome: Each project team will have revisited/revised goals and objectives for the full proposal

Break Out Session (3 hours)
Each network will work on their proposals in Zoom´s private break-out rooms after the plenary of day 1 (Monday) or before the plenary of day 2 (Tuesday), or both. Key-note speakers and facilitators will be visiting the groups

DAY 2. Tuesday, August 28th, September 11th

Plenary session (4 ½ hours)

Report out from Monday (2 hours)

Module V – Work Plans and results chains (2 ½ hours)
> Keynote speaker: Matthew Muir, US Fish & Wildlife Service
> IAI Directorate presentation
> **Break**
> Demonstration for making results chains
> Discussion
> *Desired outcome: Each project team will have revised work plans with draft results chains linking project activities to policy and adaptation outcomes*

Break-out Sessions (3 hours)
Each network will work on their proposals in Zoom´s private break-out rooms after the plenary of day 2 (Tuesday) or before the plenary of day 3 (Wednesday), or both. Key-note speakers and facilitators will be visiting the groups

DAY 3. Wednesday, August 29th, September 12th

Plenary session (4 ½ hours)

Report out from Tuesday (30 minutes)

Module VI – Monitoring and evaluation (1 hour)
> Keynote speaker: Elizabeth O'Neill, EON Impact Consulting
> IAI Directorate presentation
> Discussion
> *Desired outcome: Shared understanding of the importance of M&E to measure project impact. A draft M&E plan to be included in the full proposal*

Break

Report out from Tuesday (1.5 hours)

Module VII – Communications plan (1 hour)
> Keynote speaker, TBA
> IAI Directorate presentation
> Discussion
> *Desired outcome: Transdisciplinary communications will be established from the first day of the project to ensure the project is inclusive and increase chances of implementation*

Break-out Sessions (3 hours)
Each network will work on their proposals in Zoom´s private break-out rooms after the plenary of day 3 (Wednesday) or before the plenary of day 4 (Thursday), or both. Key-note speakers and facilitators will be visiting the groups

DAY 4. Thursday, August 30th, September 13th

Plenary session (4 ½ hours)

Report out from Wednesday (2 hours)

Break

Module VIII Data management plan (1 hour)
      Keynote speakers: Kati Laakso, University of Alberta, Erika Key, Belmont Forum
      IAI Directorate presentation
      Discussion
      Desired outcome: Advances in design and plan of data collection and management to be included in the full proposal

Module IX Reporting and administration (45 minutes)

      Keynote speakers: Valeria Villamil, IAI Directorate
      IAI Directorate presentation
      Discussion
      Desired outcome: Clear understanding of rationale and rules involved in budgeting, use of funds, and reporting, and of the grant agreement to be signed as a bonding document.

Wrap up

Discussion

Closeout