

## ICDP Guidelines for Proposal Submission

### Preliminary Proposals

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The International Continental Scientific Drilling Program (ICDP) offers international science teams the opportunity to compete for funds to support drilling operations. Calls for proposals will be published in [EOS](#) and on the [ICDP Website](#). An independent panel, the Science Advisory Group (SAG), evaluates all proposals submitted from a scientific point of view and gives recommendations to the other panels, the Executive Committee and the Assembly of Governors for further decision-making. The [ICDP Program Office](#) at GFZ, Potsdam, Germany handles all aspects of the proposal submission and organizes the review process.

ICDP considers six types of proposals for evaluation: preliminary proposals, workshop proposals, full proposals, fast-track full proposals, Land-to-Sea proposals, and addenda to active proposals. Preliminary proposals may be submitted at any time; however, they must be received by January 15 to be considered in the annual proposal assessment cycle, however, submitting proposals at least two months prior to January 15 is recommended, as it allows for a pre-screening process to help prevent misunderstandings and potential delays. Proponents should submit the proposal as a single PDF document (do not create a pdf 'portfolio') using the current [proposal cover sheet](#) with all pages in A4 or letter size and using an 11-point font and 2.5 cm margins. Submissions of proposals of more than 10MB file size must be arranged with the ICDP office to avoid issues with email size limitations. The ICDP Program Office does not accept items that do not meet the specified requirements. Proposals that arrive late will be considered for evaluation the following year. All proposals must be submitted via email to: [proposal.submission@icdp-online.org](mailto:proposal.submission@icdp-online.org)

Proposals will be reviewed and assigned priority based on the following criteria:

1. **Quality of Science.** Does the project address fundamental scientific issues of global significance, rather than just local problems? Is it international in scope, so that the best drilling targets worldwide are being selected to address these scientific issues?
2. **Need for Drilling.** Is drilling necessary to achieve the stated scientific objectives, or can they be achieved with surface-based studies at lesser expense?
3. **Qualifications of Proponents.** Is the experience and productivity of the PIs plus the breadth and international diversity of the science team/workshop attendees sufficient?
4. **Societal Relevance.** Is the project relevant to societal needs, such as energy, mineral and water resources, environmental/climate change, geologic hazards, etc.?

### Preliminary Proposal

A group of scientists with an idea for a project that involves scientific drilling can take the opportunity to have the idea thoroughly evaluated prior to the more formal stages of a

workshop or full proposal by submitting a preliminary proposal to ICDP. The Science Advisory Group will then provide feedback and recommendations for preparation of a successful workshop proposal.

A Preliminary Proposal should contain:

1. Current [ICDP proposal cover sheet](#)\*
2. Max. 10 pages (A4 or letter size, 11 point font, 2.5 cm margins)
3. Standard 2-page curriculum vitae of all PIs listed in the cover sheet ([see template](#))

Proponents should note that only projects of global scientific significance and with demonstrated international participation (or the prospect thereof) will be considered by ICDP and that first-order hypotheses or major scientific objectives that can be addressed by the proposed drilling must be clearly outlined on the proposal cover sheet. Existing drilling-relevant site surveys should be briefly presented, or a plan to acquire these should be discussed.

Following the SAG reviews, the PIs will receive a detailed SAG assessment with recommendations on how to further develop the proposal, usually in late spring. Please note that only one submission of a revised preliminary proposal is permitted.

\*Note, all Principal Investigators (max. 4) and Co-Principal Investigators (max. 10) listed in the cover sheet will be cited in the order listed.