

## ICDP Guidelines for Proposal Submission

### Addendum Proposal

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 regularly in EOS. 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 process. The [ICDP Program Office](#) at GFZ, Potsdam, Germany handles all aspects of the proposal submission and review process.

ICDP considers four types of proposals for evaluation: preliminary proposals, workshop proposals, full proposals, and addenda to already accepted proposals. All proposals must be submitted to the ICDP Program Office by the annual deadline of 15 January. Proponents should submit the proposal as a single PDF document, with all pages in A4 or letter size and using an 11 point font and 2.5 cm margins. 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.

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.?
5. **Budget.** Is the budget carefully prepared and reasonable given the scope of the workshop or drilling project?
6. **Responsiveness.** Where applicable, have previous SAG/ICDP recommendations been taken into account in the present proposal?
7. **Technical Feasibility.** Is there a well-considered and technologically sound drilling and operational plan? Is prior experience of the PIs or input from the ICDP Operational Support Group well utilized?
8. **Adequacy of Site Characterization.** Is the drilling target already well defined through geological and geophysical site surveys? Are permitting and environmental approvals in hand?
9. **Cost Effectiveness.** Is there a cost-effective drilling, sampling and downhole measurements plan, which minimizes the depth, difficulty and hence cost of the project while still ensuring that the scientific goals will be met? Does this plan take advantage of existing holes or financial/technical support from other institutions, agencies, or private industry?
10. **Project Organization.** Is there a sound project management plan, with clearly defined leadership and operational/scientific responsibilities outlined for all key aspects of the project? Is there a good education and outreach plan?

SAG forwards the proposal ranking and written reviews to the Executive Committee (EC) for authorization as an ICDP project, modification of request, or rejection. The EC meets in early summer after the SAG meeting. Full drilling proposals also need to be approved by the Assembly of Governors (AOG), which meets right after the EC meeting. Following the panel reviews, PIs will receive the SAG review and a written summary from the EC or AOG instructing them of any requirements, conditions, or recommendations. This can usually be expected by July each year.

### Addendum Proposal

Principal Investigators (PIs) of accepted proposals may submit an addendum to provide an update on relevant scientific research, to fulfill a specific request by an ICDP committee, request limited unforeseen expenses (with detailed justification), or perhaps to present an offer of support from another scientific program or agency. If, however, the supplementary material necessitates a significant change to the objectives or strategy of the original proposal, then the PIs should submit a revised proposal instead of an addendum.

An Addendum Proposal should contain:

1. Official ICDP proposal cover sheet, including max. 400 words abstract\*
2. Max. 10 pages (A4 or letter size, 11 point font, 2.5 cm margins) including text, tables, figures, and references

\*Note, all proponents listed in the cover sheet will be counted as Principal Investigators (PIs) for that proposal, and will be cited in the order listed.

Under special circumstances, an addendum that concerns important, late-breaking news could go forward to the EC without waiting for the next proposal deadline; however, the proponents must obtain prior approval from the ICDP Program Office.