

ICDP Guidelines for Proposal Submission

Workshop Proposals

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 assessment. 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, Land-to-Sea proposals, fast-track full proposals, and addenda to active proposals. All proposals must be submitted via email to: proposal.submission@icdp-online.org by the annual deadline of 15 January. Proponents should submit the proposal as a single PDF document of less than 10 MB size 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 all proposals reviewed by ICDP in the past must be accompanied by a cover letter listing in detail how ICDPs previous recommendations have been addressed. 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?
6. **Responsiveness.** Where applicable, have previous SAG/ICDP recommendations been taken into account in the present proposal?

Workshop Proposal

A workshop proposal serves to acquire funding from ICDP to hold a workshop with an international science team that covers different fields of expertise necessary to prepare a full proposal. An international workshop with open seats for interested scientists of different career levels is a prerequisite to submit a full proposal for scientific drilling to ICDP. The goal of an ICDP-funded workshop is to fully review the scientific motivation behind a project (including why drilling is necessary), develop a preliminary drilling and experimental plan, discuss and compile site surveys, and form an international cooperative science team, eventually leading to the preparation of a full ICDP drilling proposal. The submission of a preliminary proposal and its positive evaluation by the SAG is a prerequisite for submission of a workshop proposal.

A workshop proposal should contain:

1. Current [ICDP proposal cover sheet](#)*
2. Proposal text of max. 15 pages (A4 or letter size, 11-point font, 2.5 cm margins) containing the information listed below
3. List of references
4. Standard 2-page curriculum vitae of all principal investigators (max. 4) and co-investigators (max. 10) listed in the cover sheet ([see template](#))
5. If this is a revised proposal, a clear response to previous SAG comments should be included as a cover letter and revisions need to be incorporated into the text and not just as appendices. It is important that ALL SAG points are properly addressed.

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

Within the 15 page proposal text:

- Discuss the scientific objectives and explain how those objectives relate to, or advance ICDP's scientific themes (see ICDP's Science Plan).
- Explain why the drilling site and research goals are of global and far-reaching importance and why drilling is needed to achieve these goals. (ICDP does not consider topics of only local relevance)
- Discuss the societal relevance of the project, including plans for education and outreach.
- Discuss the expected scientific outcome of drilling and any subsequent work required to complete the overall project.

- Present a preliminary list of workshop participants to demonstrate international participation and a broad range of expertise. The proposal should show how efforts have been and will be made to open the project to a large group of international researchers from different disciplines.
- Outline specific scientific and technical issues that will be discussed and developed by the workshop participants. The input of the workshop participants is an important part of the development of any drilling project.
- Give a brief description of the structure and agenda of the planned workshop.
- Summarize the planned strategy for addressing the scientific objectives through drilling, core/cuttings/fluid sampling, down-hole measurements, laboratory testing on recovered samples, and integration with existing or planned surface-based studies and highlight any particular aspects that will be discussed at the workshop. Note that technical and drilling details only need to be briefly outlined, as it is the task of a workshop to bring a critical mass of international researchers together to develop these aspects in a full proposal.
- Describe the proposed drill sites on the basis of any available data, which may include geologic maps, seismic sections and other geophysical data, penetration depths, expected lithologies, and relevant information from prior drilling operations. If existing site survey data is not sufficient, the workshop agenda should clearly address the need for further site characterization prior to drilling, and devote a discussion/session to the means for obtaining the necessary additional site data.
- Include a workshop budget. Drilling budgets are not required at this stage.
- Describe briefly any relationships of the drilling project or supplemental science investigations to other international geoscience programs.
- In case of similar projects already conducted via ICDP, accurately describe the relationship to other proposals and to what degree this project differs from previous ones.
- A Risk Assessment presented in the form of a Risk Matrix. The assessment should identify and evaluate all major risks that may affect the planning and successful execution of the workshop, including logistical, health, safety, and security risks. It should establish appropriate strategies and mitigation measures to prevent or minimize potential adverse impacts.

Workshop proponents should note that if a proposal is accepted, there needs to be an open call to the international scientific community for possible participation in the workshop. The ICDP Program Office will assist with this.