**K U S C O PROGRAM GUIDE (KPG)**



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**I. PROPOSAL SUBMISSION**

The KUSCO strongly encourages the submission of proposals to promote and coordinate scientific and technological cooperation between Korea and the United States. KUSCO programs are projected to be a short-term effort, consistent with the Center’s funding availability. Cost sharing is strongly encouraged.

The KUSCO reserves the right to select for award all, some, or none of the proposals received. All administrative correspondence and questions on the solicitation, including requests for information on how to submit a proposal, should be directed to the KUSCO by e-mail (wjchang@kusco.org), phone (703-893-9772) or fax (703-847-8592).

 **WHO MAY SUBMIT PROPOSALS**

KUSCO welcomes proposals on behalf of all qualified scientists and engineers in the following categories:

**1) Colleges and Universities** - Universities and two- and four-year colleges (including community colleges) located and accredited in the US. Such organizations also are referred to as academic institutions.

**2) Non-profit, non-academic organizations** - Independent museums, observatories, research laboratories, professional societies and similar organizations in the U.S. that are directly associated with educational or research activities.

Executive Committee members of KUSCO cannot be principal investigator of the proposed project.

 **WHEN TO SUBMIT PROPOSALS**

The proposal deadline is as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Prospective Meeting Schedule** | from 1/1 to 3/31 | from 4/1 to 6/30 | from 7/1 to 9/30 | from 10/1 to 12/31 |
| **Due Date** | 11/15 | 2/15 | 5/15 | 8/15 |

Every effort is made to reach a decision and inform the applicant promptly. Until an award will be made, KUSCO is not responsible for any costs incurred by the proposing organization.

 **HOW TO SUBMIT PROPOSALS**

Application forms for the KUSCO programs can be downloaded on the KUSCO homepage ([www.kusco.org](file:///C%3A%5CUsers%5CSKY%5CDropbox%5CKUSCO%20S%26T%5CApplications%20and%20Forms%5Cwww.kusco.org)). Proposals can be submitted by e-mail (wjchang@kusco.org).

 **PROPOSAL PROCESSING**

Proposals will be accepted for KUSCO’s Executive Committee only if they are received in sufficient time (quarterly based) to permit appropriate KUSCO review and processing to support an award.

Once the proposal is submitted, an application number will be assigned by KUSCO. An e-mail will be subsequently sent to the applicant to confirm the acceptance of the proposal. Every effort will be made to reach the final decision through Executive Committee, and inform the applicant promptly in the form of Acceptance or Denial Letter. KUSCO is not responsible for any costs incurred by the proposer.

**II. PROPOSAL PREPARATION**

 **PROPOSAL CONTENTS**

**1) Introduction**

1. Title of the Meeting

2. Proposed Field(s)

3. Number of Speakers and Expected Participants

4. Meeting Period

5. Meeting Place

6. Organizer(s): The chairperson and organizing committee members

**2) Proposed Plan**

1. The objectives of the meeting

2. The relevance to Korea-US Cooperation in S&E

3. The need for such a meeting and a list of topics

4. A statement of how the meeting will be organized and conducted, how the results of

 the meeting will be disseminated and how the meeting will contribute to the

 enhancement and improvement of scientific, engineering and/or educational activities

 5. A plan for recruitment of and support for speakers and other attendees, which

 includes younger participants.

**3) List of Speakers & Lecture/Speech Summary**

**4) Proposed Budget**

1. An estimated total budget for the meeting, together with an itemized statement of the amount of support requested from KUSCO

2. The support requested or available from other sources

**5) Allowability of Cost Items**

The points below summarize the various items of allowable costs associated with meetings supported by KUSCO. Any costs charged to a KUSCO proposal need to be reasonable and directly allocable to the supported activity.

1. Invited Speaker Fees: Travel allowances and per diem (see below)

2. Banquets, Meals and Coffee Breaks

3. Conference Facilities : Rental of facilities and necessary equipment

4. Publication Costs : Costs of publishing the proceedings

5. Alcoholic Beverages and Entertainment : Not allowed

**III.PROPOSAL REVIEW**

Through the Executive Committee members’ review process, the KUSCO ensures that proposals are reviewed in a fair, competitive, transparent, and in-depth manner. The four review criteria are as follows:

 **EVALUATION CRITERIA** (In descending order of importance)

1. Potential contribution of the effort to the KUSCO’s specific mission

2. Overall scientific, technical, and/or socioeconomic merits of the proposal

3. Applicant’s capabilities and experience to achieve the proposal objectives

4. Financial commitment of the applicant to provide cost sharing

 **REVIEW AND AWARD PROCESS**

A. Proposal Submission and Receipt

 1. Applicant prepares and submits proposal

 2. KUSCO receives proposal and assigns a Receipt Number

 ***\* KUSCO only provides Receipt Number when the proposal is complete***

B. Proposal Review and Processing

1. KUSCO requests its EC members to review proposal

2. EC members review proposal and submit their evaluation results to KUSCO

3. KUSCO analyzes input and makes the final decision based on reviewers’ results and the availability of fund

C. Award Processing

1. KUSCO provides applicant with an award/decline letter.

2. KUSCO makes direct payments or reimburses expenses at an awardees’ request.

***\*Without notice, prior to the event, any changes to the proposal may result in***

 ***cancellation of the award.***

***\* KUSCO prefers to make direct payment to event venues.***

 Within 60 day following the completion of a meeting, a final report must be

 submitted via e-mail to the KUSCO