

Science & Technology PROGRAM GUIDE



1. 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) or phone (703-893-9772).

☐ WHO MAY SUBMIT PROPOSALS

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.

Board of Directors and 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	12/15	3/15	6/15	9/15

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 n

□ **HOW TO SUBMIT PROPOSALS**

Application forms for the KUSCO programs can be downloaded on the KUSCO homepage (www.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.

2. 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
2. Banquets, Meals and Coffee Breaks
3. Conference Facilities : Rental of facilities and necessary equipment
4. Publication Costs: Costs of publishing the proceedings
5. Other miscellaneous expenses that are directly related to the events, but Alcoholic Beverages and Entertainment is Not allowed

3. 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

C. Award Processing

1. KUSCO provides applicant with an award/decline notice via email.
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.*

Within 30 days following the completion of a meeting, a final report & participants list must be submitted via e-mail to the KUSCO