

Guidelines for Magellan³ Workshop Series Proposals

The Magellan³ Workshop Series Programme (MG³) supports the development of new and innovative IODP³ MSP drilling and SPARC proposals to meet future challenges in Earth, life and environmental sciences, and is funded jointly with the International Continental Scientific Drilling Program. (ICDP).



**INTERNATIONAL
OCEAN DRILLING
PROGRAMME**

ECORD
European Consortium for
Ocean Research Drilling

 **icdp**
INTERNATIONAL CONTINENTAL
SCIENTIFIC DRILLING PROGRAM

Guidelines for Magellan³ (MG³) Workshop Series Proposals

Table of Contents

1. General purpose	3
2. Magellan³ Workshop Proposals	3
2.1. Funding.....	3
2.2. Magellan ³ Workshop Proposal Content Requirements	4
2.3. Proposal Submission and Evaluation	4
3. Using the Gateway System for Submission of Magellan³ Workshop Proposals	5
3.1. Requesting an IODP ³ Gateway account	5
3.2. Submitting your Magellan ³ Workshop Proposal using the Gateway system	6
4. Travel Support for non-MG³ Scientific Drilling-Related Workshops	8
4.1. Funding.....	8
4.2. Travel Support Proposal Content Requirements	8
4.3. Proposal Submission and Evaluation	9
5. MG³ Workshop Convenor Obligations	9
6. Travel Support Recipient Obligations	10
7. Post-Award Process: Receiving the Financial Support	11

1. General purpose

The Magellan³ Workshop Series Programme (MG³) supports workshops aimed at developing new and innovative offshore drilling/coring and SPARC proposals to meet future challenges in Earth, life and environmental sciences. It operates jointly with the International Continental Scientific Drilling Program (ICDP).

In addition to funding its own workshop programme, MG³ also considers requests for limited funding from the convenors of non-MG³ drilling-related international workshops to allow scientists from IODP³ and ICDP member nations to participate in their events.

2. Magellan³ Workshop Proposals

MG³ has two workshop proposal deadlines annually, normally on **15 January** and **15 July**, but also releases special calls when appropriate. Proposals are reviewed and evaluated by the **Magellan³ Science Steering Committee** (MG³-SSC) with advice from external reviewers when required.

MG³ workshop proposals should address the ambitions of the **2050 Science Framework** (and the **ICDP Science Plan 2020-2030** in the case of Land-to-Sea proposals). They should outline how they will aid the development of one or more future offshore, Land-to-Sea or SPARC proposals. Funded workshops should normally take place in IODP³/ICDP member countries within 12 months of notification of funding (although exceptions can be made with justification). Workshop locations ideally will be close to convenient air and/or train hubs and have relatively low-cost facilities. A typical workshop is expected to take place over 2-4 days and have 20-35 participants. Proposals may have a team of proponents (typically covering a range of relevant scientific backgrounds) but are submitted by the lead proponent only.

IODP³ is committed to a vigorous policy of broad participation and inclusion, and to providing a safe, productive, and welcoming environment for all programme participants and staff. We expect final MG³ workshop participant lists to include appropriate gender, career stage and nationality balances. The **IODP³ Code of Conduct and Anti-Harassment Policy** applies to all MG³ workshop convenors and participants, and ensures an equitable environment for all (regardless of their protected characteristics).

The MG³-SSC assigns one of its members to act as a Watchdog for each workshop, who may participate in the meeting and be able to provide advice on IODP³ and/or ICDP proposal requirements.

2.1. Funding

The maximum budget that may be requested in a MG³ Workshop proposal is €15,000. This may be used for:

- room and audiovisual equipment hire charges
- catering during the meeting (teas/coffees/lunches)
- support for all or part of the costs of a workshop meal
- travel and accommodation expenses of keynote speakers
- supporting/subsidising travel and accommodation expenses of other participants, especially early career researchers (i.e., ≤ 10 years post-PhD) and PhD students

2.2. Magellan³ Workshop Proposal Content Requirements

MG³ Workshop proposals should be prepared as a single PDF document containing the following elements:

- an informative title
- a short (≤ 100 words) summary that states the purpose of the proposed workshop and its expected impact
- the main text of the proposal (≤ 1200 words including figure captions; ≤ 3 figures), outlining:
 - the goals of the workshop and its scientific rationale
 - the relevance of the workshop to the ambitions of the **2050 Science Framework** (and the **ICDP Science Plan 2020-2030** in the case of Land-to-Sea proposals)
 - expected outcomes of the workshop in terms of offshore, land-to-sea or SPARC proposal writing
 - plans for involvement of PhD students and early career researchers
 - the planned location, provisional dates and number of participants
- a list of planned keynote speakers
- a workshop programme giving details of the proposed structure and organisation of the workshop, including proposed times of specific content and discussion sessions
- the design of an A4 flyer that would be used to promote the workshop if funded
- a full budget breakdown outlining how the requested funding will be used
- a *curriculum vitae* (≤ 1 A4 page) of the lead proponent of the workshop
- a list of peer-reviewed publications for the last five years by the lead proponent of the workshop

2.3. Proposal Submission and Evaluation

Proposals must be submitted by the lead proponent as a single PDF file containing the content listed above using the IODP³ Gateway system via the **Submit a Proposal** link on the IODP³ website (<https://iodp3.org>). Proposals may be submitted at any time but will be evaluated following the next submission deadline. Instructions on using the Gateway system are provided in **Section 3** below.

The members of the MG³-SSC review all workshop proposals received by each submission deadline. They rank them using the following criteria:

- **Impact:** Is the proposed workshop likely to lead to development of a high-quality and innovative scientific drilling or SPARC proposal?
- **Theme:** Is the workshop proposal clearly linked to the **2050 Science Framework** (and the **ICDP Science Plan 2020-2030** in the case of Land-to-Sea proposals)?
- **Starting point:** For instance, is there already a scientific drilling or SPARC proposal at the IODP³ Science Evaluation Panel (SEP) or the ICDP Science Advisory Group (SAG) and if so, what is its status? Does the meeting build on a previous meeting? etc.
- **Priority:** How does the drilling target fit with any long-term operational planning?
- **Target audience:** Will the proposed workshop attract interest from a variety of scientific fields of investigation, thereby promoting a multidisciplinary approach?

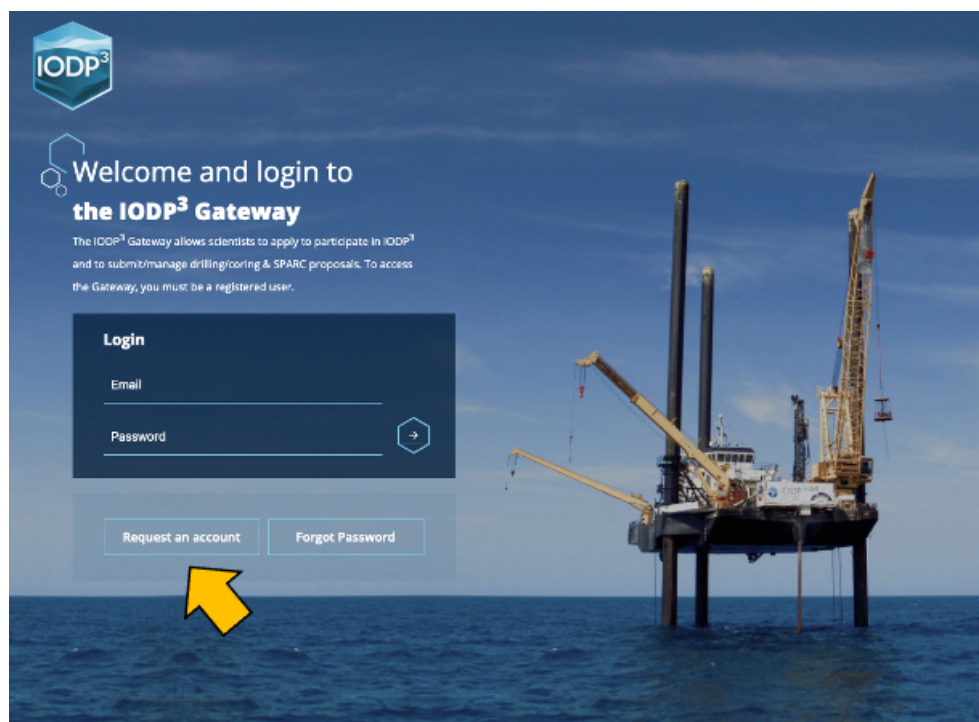
- **Venue:** How appropriate is the choice of meeting location in terms of cost efficiency and accessibility?
- **Programme:** What is the quality of the meeting programme? For instance, is there enough time for breakouts to fulfil the expected outcome of the meeting?
- **Proponent team:** What is the track record in scientific drilling of members of the proponent team?
- **Attendance:** How appropriate are the target career stage (PhD, early career researchers and senior scientists), gender and national representation balances?
- **Budget:** Is the budget well-allocated and realistic (within the €15,000 limit)? Is any co-funding available?

Based on these criteria, workshop proposals are either **approved for funding**, **declined** or **placed on-hold**. Proponents of proposals on-hold are given the opportunity to adjust their proposals (within timescale of a few months) using feedback from the MG³-SSC, for subsequent re-evaluation.

3. Using the Gateway System for Submission of Magellan³ Workshop Proposals

3.1. Requesting an IODP³ Gateway account

The IODP³ Gateway log-in page can be accessed via **Submit a Proposal** on the IODP³ website, or directly at <https://gateway.iodp3.org>. From there, you can request an IODP³ Gateway account (or login if already registered):



You will then need to complete this registration form and submit your request:

Request

Title

First name *

Last name *

Email address (institution provided) *

Organisation

ORC ID

By submitting this account request, you agree that your contact information may be viewed by other users of the platform.

Send Request

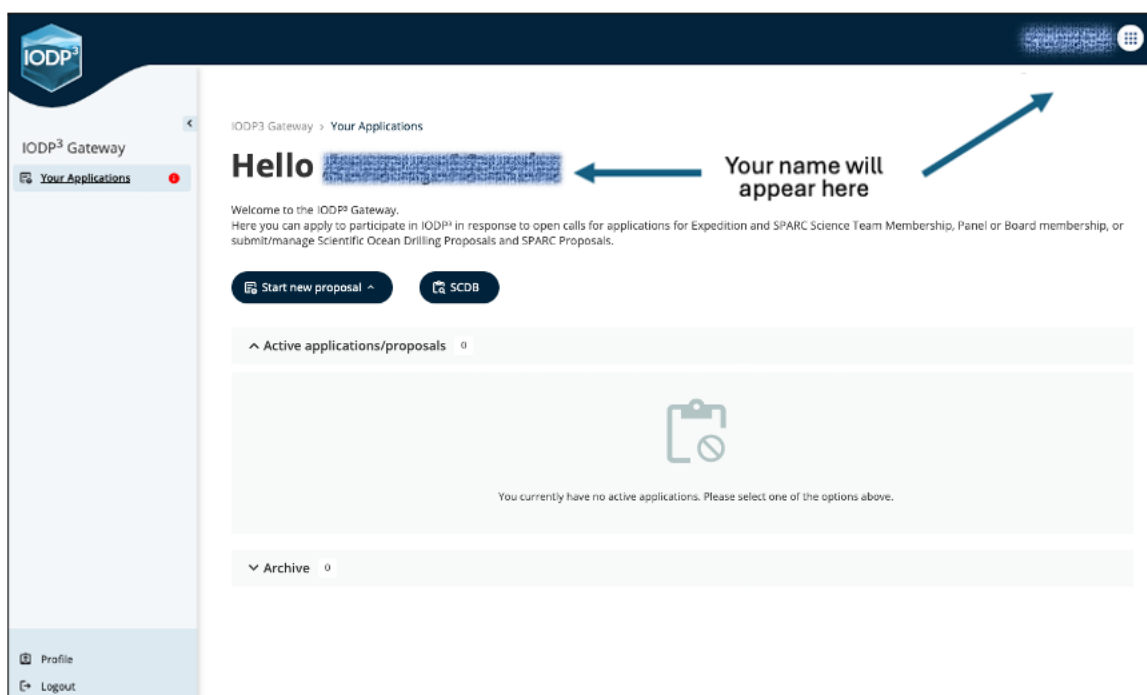
NOTE: Registration is faster using a university/institutional email address. Registration using a generic email address (e.g. Gmail) is possible but requires validation by the IODP³ Science Office.

After you click “**Send Request**”, you will receive an email asking you to validate your account and set up your IODP³ Gateway account password. This email may take some time to arrive (**please check your spam folder!**).

If you do not receive an email confirmation within 24 hours then please contact the IODP³ Science Office at enquiries@iodp3.org for assistance.

3.2. Submitting your Magellan³ Workshop Proposal using the Gateway system

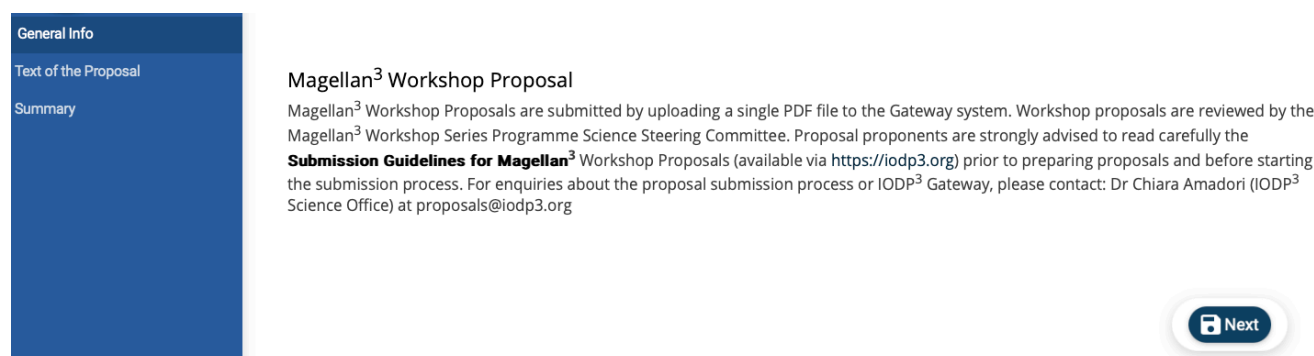
Once registered, log-in to the IODP³ Gateway. Your homepage will initially look like this:



Note: Clicking on the “bento box” icon (9 dot grid symbol) in the top-right corner of the Gateway system and on the “IODP³ Gateway” icon that then appears will take you to this homepage at any time

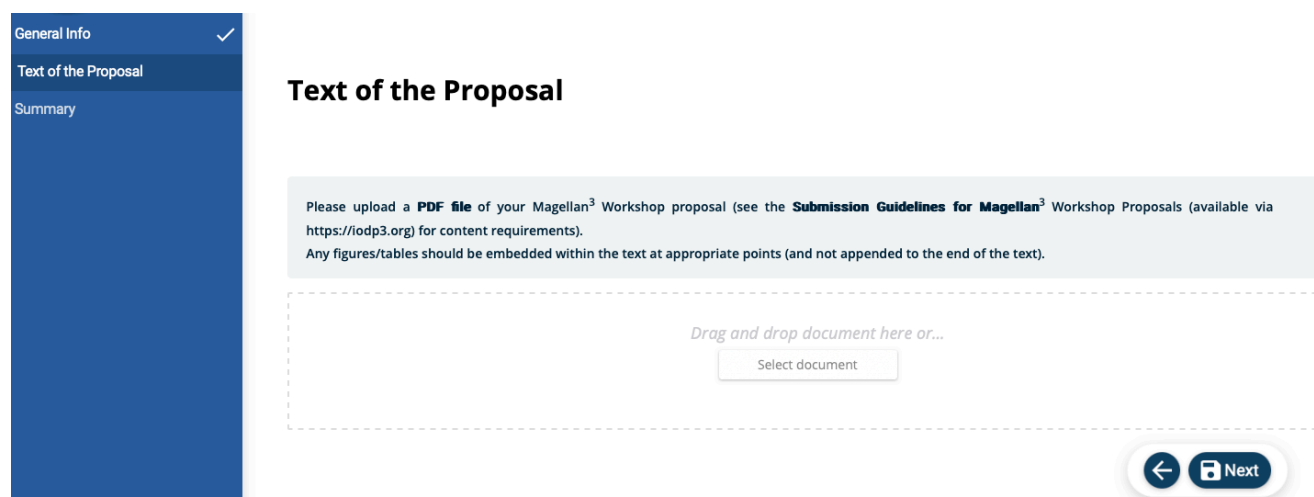
Note: Please ignore the “Research Planning” icon that also pops up when you click on the “bento box” icon as this isn’t used in the IODP³ Gateway within the Marine Facilities Planning software environment.

Click on “**Start new proposal**”. A pop-up box showing proposal types will appear, and you should click on the Magellan³ Workshop Proposal type to begin your submission. This will take you to this page of general information:



The screenshot shows a webform titled "Magellan³ Workshop Proposal". On the left is a blue sidebar menu with three items: "General Info" (selected), "Text of the Proposal", and "Summary". The main content area has the title "Magellan³ Workshop Proposal" followed by a paragraph: "Magellan³ Workshop Proposals are submitted by uploading a single PDF file to the Gateway system. Workshop proposals are reviewed by the Magellan³ Workshop Series Programme Science Steering Committee. Proposal proponents are strongly advised to read carefully the **Submission Guidelines for Magellan³ Workshop Proposals** (available via <https://iodp3.org>) prior to preparing proposals and before starting the submission process. For enquiries about the proposal submission process or IODP³ Gateway, please contact: Dr Chiara Amadori (IODP³ Science Office) at proposals@iodp3.org". At the bottom right of the main content area is a button with a right arrow and the text "Next".

Click on “Next” and this webform will appear:



The screenshot shows a webform titled "Text of the Proposal". On the left is a blue sidebar menu with three items: "General Info", "Text of the Proposal" (selected), and "Summary". The main content area has the title "Text of the Proposal" followed by a light blue box containing the text: "Please upload a **PDF file** of your Magellan³ Workshop proposal (see the **Submission Guidelines for Magellan³ Workshop Proposals** (available via <https://iodp3.org>) for content requirements). Any figures/tables should be embedded within the text at appropriate points (and not appended to the end of the text).". Below this is a large dashed rectangular box with the text "Drag and drop document here or..." and a button labeled "Select document". At the bottom right of the main content area are two buttons: a left arrow and a button with a right arrow and the text "Next".

Drag and drop the single PDF file containing your Magellan³ Workshop Proposal into the window (or click on “**Select document**” to find your file for uploading).

NOTE: Once you have added your PDF to this webform, you must click “Next” to save the file. If you select another webform from the left-hand menu without clicking “Next” then your entries on the current webform will not be saved. Please also click on “Next” to save if leaving a session unattended for any length of time as the system will automatically time-out and require a new log-in if left inactive for too long.

The last left-hand menu item “**Summary**” allows you to review and submit your proposal. There are three buttons with the following functions:

- **Download Combined PDF:** This downloads your single PDF to your computer. You can use this to review your whole proposal before further editing at any time or to download a copy of your finalised proposal prior to submitting.
- **Save but don't submit:** Use this to save your proposal between Gateway sessions. Your proposal will then appear on your Gateway homepage under “**Active Applications**” and can be reopened from there.
- **Submit Application:** Click this to submit only when you are certain you are happy with your proposal. Once clicked, the proposal will still appear under “**Active Applications**” on your Gateway homepage, but you will only be able to view it and not edit it further.

Your proposal is now submitted, as shown by the change to view-only status. You will not receive an email confirmation of submission.

NOTE: If you have submitted your proposal and wish to change it in anyway prior to the submission deadline, or wish to withdraw it completely at any time, you can do this by:

- going to your Gateway homepage and locating your submission under “Active applications/proposals”
- clicking on the three-dot symbol in the upper right of the proposal box
- selecting “Withdraw Application” and then confirming that you want to “cancel this workflow” by clicking on the “OK” button

This removes your proposal from the Gateway system. Doing this before a deadline will then allow you to start a fresh submission with a modified proposal.

4. Travel Support for non-MG³ Scientific Drilling-Related Workshops

Convenors of non-MG³ scientific drilling-related workshops can apply to MG³ for travel support for specific scientists based in IODP³ member nations (currently Australia, Austria, Canada, Denmark, France, Germany, Ireland, Italy, Japan, Netherlands, New Zealand, Norway, Portugal, Spain, Sweden, Switzerland and the United Kingdom) to participate in their events.

Workshops eligible for support must:

- be aligned with the ambitions of the **2050 Science Framework** (and the **ICDP Science Plan 2020-2030** in the case of Land-to-Sea proposals).
- be committed to a vigorous policy of broad participation and inclusion, and to providing a safe, productive, and welcoming environment for all programme participants and staff.
- comply with the **IODP³ Code of Conduct and Anti-Harassment Policy** that ensures an equitable environment for all (regardless of their protected characteristics).

4.1. Funding

Travel support for non-MG³ scientific drilling-related Workshops may not exceed €1,500 per named individual scientist and a total of €5,000 per workshop.

4.2. Travel Support Proposal Content Requirements

Travel Support proposals should be prepared as a single PDF document containing the following elements:

- the title of the workshop requesting support

- a list of the workshop organisers
- a brief description of the workshop aims, agenda and logistics
- a list of the specific scientists from IODP³ /ICDP member nations for whom support is requested, together with an outline of their motivations to attend the workshop and their likely contributions to its success
- *curricula vitae* (≤ 1 A4 page) for each of the scientists for whom support is requested

4.3. Proposal Submission and Evaluation

There are no calls or deadlines for this form of MG³ funding, so convenors of non-MG³ workshops should send their travel support proposals by email at any time to the Co-Chairs of the MG³-SSC (Catalina Gebhardt: Catalina.Gebhardt@awi.de; and Jun-Ichiro Ishibashi: ishibashi@port.kobe-u.ac.jp), copying submissions to the ECORD Managing Agency (ema@cerege.fr).

Evaluation of travel support requests by the MG³-SSC is based on the relevance of the workshop to the ambitions of the **2050 Science Framework** (and the **ICDP Science Plan 2020-2030** in the case of Land-to-Sea proposals) and the motivation and justification for supporting the named scientists from IODP³ and/or ICDP nations based on their potential to contribute to the success of the workshop.

5. MG³ Workshop Convenor Obligations

Convenors of MG³ workshops must agree to:

- ensure that a web-based meeting announcement is available four months prior to the meeting and to include a clearly stated deadline for registration three months prior to the meeting. The announcement should consist of an A4 flyer provided by the convener that is then posted on the Magellan³ (<http://www.ecord.org/science/magellanplus/>) and IODP³ (<https://iodp3.org>) websites and distributed by the news and social media channels of ECORD and the IODP³ Programme Member Offices.
 - **Contacts:** ema@cerege.fr; Catalina.Gebhardt@awi.de; ishibashi@port.kobe-u.ac.jp; proposals@iodp3.org
- encourage the participation of PhD students and early career researchers. As a guide, MG³ expects a minimum of five PhD students/early career researchers (combined) to participate in each workshop.
- send the list of registered participants (including invited speakers) to the MG³-SSC Watchdog assigned to their workshop, upon closure of the registration deadline, to allow the Watchdog to provide feedback in case of gaps in the programme.
- ensure that aspects such as an assessment of available seismic data, technological developments, safety issues, links with the industry, etc., are considered at the planning stage (in addition to the scientific content of the workshop). This may require the invitation of specialist(s) in appropriate fields.
- consider how different implementation plans may be designed and incorporated in any IODP³ proposals that may arise from the workshop (in discussion with representatives from the IODP³ Operators), as well as the potential for securing in-kind contributions (IKCs).
- acknowledge the support of IODP³/ICDP in all information regarding the workshop. IODP³ logos are available at <https://iodp3.org/resources/branding-and-logos/> and ICDP logos are available at <https://www.icdp-online.org/outreach/media/>

- prepare a detailed financial statement and a separate workshop report and submit these documents by email to the ECORD Managing Agency (ema@cerege.fr), the CNRS-INSU (rokia.kone@cnrs.fr), the two Co-Chairs of the MG³-SSC (Catalina.Gebhardt@awi.de; ishibashi@port.kobe-u.ac.jp) and the IODP³ Science Office (proposals@iodp3.org) **within two months of completion of the workshop.**
 - the financial statement should be a table in Word or Excel format, listing expenses such as flight and accommodation costs, etc.
 - the report should include a short summary, objectives, programme, outcome and future plans, and list of participants (highlighting PhD student and early career researchers). The summary of the report will be published in the ECORD Newsletter (<http://www.ecord.org/resources/ecord-newsletter/>) and the full report will be posted on the ECORD (<http://www.ecord.org/science/magellanplus/>), IODP³ (<https://iodp3.org>) and ICDP (<http://www.icdp-online.org>) websites (as appropriate).
- submit an article for publication in the “Scientific Drilling” journal (<http://www.scientific-drilling.net/home.html>) within a period of eight months after the completion of the workshop.
- check whether the MG³-SSC Watchdog will attend the meeting (in person or virtually) to advise and to (informally) report on the progress of the proposal writing.

6. Travel Support Recipient Obligations

Convenors of non-MG³ scientific drilling-related workshops in receipt of MG³ travel support awards must agree to:

- acknowledge the support of IODP³/ICDP in all information regarding the workshop. IODP³ logos are available at <https://iodp3.org/resources/branding-and-logos/> and ICDP logos are available at <https://www.icdp-online.org/outreach/media/>
- prepare a detailed financial statement and a separate workshop report and submit these documents by email to the ECORD Managing Agency (ema@cerege.fr), the CNRS-INSU (rokia.kone@cnrs.fr), the two Co-Chairs of the Magellan³ Science Steering Committee (Catalina.Gebhardt@awi.de; ishibashi@port.kobe-u.ac.jp) and the IODP³ Science Office (proposals@iodp3.org) **within two months of completion of the workshop.**
 - the financial statement should be a table in Word or Excel format, listing expenses such as flight and accommodation costs, etc.
 - the report should include a short summary, objectives, programme, outcome and future plans, and list of participants (highlighting PhD students and early career researchers and the participants supported by the MG³ funding). The summary of the report will be published in the ECORD Newsletter (<http://www.ecord.org/resources/ecord-newsletter/>) and the full report will be posted on the ECORD (<http://www.ecord.org/science/magellanplus/>), IODP³ (<https://iodp3.org>) and ICDP (<http://www.icdp-online.org>) websites (as appropriate).

7. Post-Award Process: Receiving the Financial Support

Lead proponents of successful MG³ workshop or travel support proposals should follow the steps outlined below to arrange transfer of the award to their institutions once they are notified of the outcome of their submission:

- Magellan³ workshop conveners will receive from the CNRS-INSU, Rokia Koné (rokia.kone@cnrs.fr), the **CNRS Creation of a Supplier** and **Grant Applicant Information** forms, which are mandatory for the funding of the workshop.
- Once received, please fill-out:
 - the “CNRS Creation of a Supplier” form, indicating the name of the institution to which the funds will go to, its address, the institution’s country VAT number, telephone numbers and bank details (bank address and account information to which the funds will be sent). Please sign and stamp this form.
 - the Grant Applicant Information form, indicating the workshop organizer's name; the name of the institution; the bank information; the email address of your financial department; the workshop dates, location and objective. Please get the Director of the specified institution (usually the workshop organizer’s institution) sign and stamp this form. The Grant Applicant Information form will be used to prepare the funding request form that will be signed and stamped by the Director of INSU.
- Please return the signed and stamped CNRS Creation of a Supplier form and the Grant Applicant Information form to the CNRS-INSU, Rokia Koné (rokia.kone@cnrs.fr), along with an **official bank document** showing the bank details.
- The CNRS-INSU will transfer the Magellan³ funds directly to the specified institution. Please note that incomplete applications will not be processed.

The exact amount of funds awarded will be stated in a message from the Magellan³ Science Steering Committee Co-Chairs. The Magellan³ contribution to one of its workshops is €15,000 maximum, including travel costs of the Magellan³ Watchdog of up to €1,000. Travel support for non-MG³ workshops will not exceed €1,500 per supported scientist and a total of €5,000 per workshop overall.

Once the approved budget has been paid and the workshop has taken place, **any left-over funds from the MG³ support must be transferred back to the CNRS-INSU.**

Contact information:

Rokia KONÉ
Accounting and Financial Management
CNRS Terre & Univers
INSU – Institut National des Sciences de l’Univers
3 rue Michel-Ange
75016 Paris