Step-by-step Guide to the CRP Application Form

For Event (Conference/Workshop) Sponsorship

Please read this Guide carefully to ensure that your application is completed correctly and to the highest standard to assure its full consideration.

Do not hesitate to contact the CRP Secretariat at any time during the process of completing the Application Form if you encounter any problems or need any assistance: TAD.PROG@oecd.org.

In the application form, "events" is used as a generic term for conferences, workshops, symposia, etc.

Questions marked with * are mandatory and you will not be able to proceed to the next page without completing this section.

Because of this constraint, it is advisable to download the pdf model of the application form to prepare all required information in advance of completing the form.

You must first complete the page you are on to ensure that the information is saved, if you wish to go back a page or if you wish to come out of the application form. If you do not first complete the page you are on, all the information entered on that page will be lost when you click on "Back".

You may come out of the application form at any time and come back to it to continue completing it, but you will need to complete the page you were on to save the input on that page.You will need to use the same device to re-access your part-completed application form.

You can only upload .doc, .docx, .gif, .jpeg, .jpg, .pdf and .png files directly to the application form. All .xls and .xlsx files will have to be uploaded to the OneDrive folder that has a link in question 34 the application form.

When you have completed the application form, you will need to click on "Done" on the last page of the form. You should see a message to confirm that you have finished the application form and that it has been submitted.

The platform the application is hosted on does not allow for a copy of your submitted application form to be automatically sent to you. The CRP Secretariat will send you a copy of your application form once it has been notified that your application has been submitted.

Please also read the instructions on the first page of the application form; there are more practical tips there.

Step-by-Step Guide to the Application Form for Event (Conference/Workshop) Funding

Section A. General Information about your Event, you and your main co-organisers

Question 1. Title of the event proposed for sponsorship

1.   It helps if the title is short but with the key words included.

2.   Remember that the assessment panel will include individuals who are not necessarily experts in your field of research; the title therefore needs to make it obvious to them what the event is about.

Question 2. Who are the main Organisers of the event?

3.   This can be the full list of Organisers. Please put yourself first. At this stage, we only need the titles and names of the organisers.

4.   You will be asked in questions 10, 12 and 14 for specific details about the three main organisers with whom the CRP Secretariat can communicate together with yourself if there are any questions about your application.

Question 3. Please give your e-mail address

5.   Having your e-mail address at the beginning of the application form ensures that the CRP Secretariat can see it easily should they need to contact you.

Question 4. What are the proposed dates of the event?

6.   You need to use the format DD/MM/2025 for the date format, and give both the date your event will start on and the last date of your event. To ensure that the administrative procedures can be properly followed, we advise that events should not be organised before March.

7.   Only applications for events taking place in 2025 will be accepted.

Question 5. In which country will the event take place or be hosted?

8.   Events must be held in one of the CRP's member countries to be eligible for CRP sponsorship. Choose from the drop-down list.

Question 6. In which town or city will the event take place?

9.   Please limit the information to the town or city of the venue, together with the state, county or prefecture, if appropriate. More information about the venue will be requested later in the application form.

Question 7. Please describe your previous experience of organising international events or significant meetings. Please list the most important and say how you went about organising them.

10.   Your answer here should be broader than just a list of all the conferences, workshops, symposia, seminars, etc. that you have helped organised.

11.   You should pick the most significant ones which have had a longer-term impact, but of most interest to the CRP is how you organised them, the steps you took, how the organising team came together, who had what roles, how you advertised them, what the outcomes were, what you did with the outcomes.

12.   The answer here should specifically address the selection criteria of the scientific record of the applicant.

Question 8. Please fill the following in with your details.

Your title: Please indicate Dr., Prof., Mr. or Ms.
Your first name – or given name.
Your surname – or family name.
Your gender: Please indicate Female, Male or Other
Your nationality: Applicants should be either a national of one of CRP's member countries[1], or work in a CRP member country. Please enter nationalities as the country, e.g. as "France" not "French".
Your e-mail address: Please check this carefully. We appreciate that you have already given your e-mail address; we ask for it here so we have the all your information in one place, and also so that we have the addresses of you and the three main co-organisers (if appropriate) in the same section.
Your organisation: This should be the highest level of your place of work, i.e. the university, ministry, federal or government agency or research institute.
Your school, faculty or department: If possible, include your position (if appropriate), but only if you can fit it in with name of your school, faculty or department within the organisation. You should include a full postal address in your CV.
The town or city of your organisation: Please give the town or city and the post (zip) code if possible.
Country: You should be a national of one of the CRP participating countries, or have full working papers for one of those countries.

Question 9. Please upload your CV.

13.   Please try to keep your CV to five pages, but do include your most important publications and awards. Please also include your full postal address at work. If you wish to include your personal e-mail and home addresses, please do so, but this is not required.

Question 10.   to question 15. Please fill the following in with the details of the first, second and third main co-organisers and upload their CVs.

14.   These questions are optional because you may be the sole event organiser. However, if you have an organising team, please complete these questions with the details of up to three of your main co-organisers on the organising team. The CRP Secretariat will include these co-organisers (if there are any) on any correspondence there may be about your application, so they should be co-organisers who could answer any possible questions should you not be available.

15.   The same comments apply to questions 10-15 as to questions 8 and 9 above.

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[1] CRP participating countries: Australia, Austria, Belgium, Canada, Chile, Colombia, Czechia, Denmark, Estonia, Finland, France, Germany, Hungary, Ireland, Israel, Italy, Latvia, Lithuania, Japan, Korea, Netherlands, New Zealand, Norway, Slovak Republic, Spain, Sweden, Switzerland, Türkiye, United Kingdom, United States

Section B: Detailed information about your event

Question 16. Please specify the [Research Theme(s)](#) under which the application is made:

16.   Applicants should read the description of each Research Theme and topics within each Research Theme carefully, and contact the relevant Theme Co-ordinator if you want to check that your event may on a relevant topic. Please remember that the Research Themes and topics are about agriculture, food, fisheries and forestry issues. Please also note that contacting one of the Theme Co-ordinators does not guarantee a successful application.

17.   More than one Research Theme can be ticked.

Question 17.   Please give a brief description of your event and explain its objective:

18.   This is an open field, and although there is no limit on the number of words or characters, you should try to restrict your description to a maximum of four paragraphs. Question 18. below allows the possibility of uploading a longer, more detailed and formatted description as a separate document. If you encounter a problem with your full text not being accepted, contact the [CRP Secretariat](#).

19.   The online application form will not support sophisticated formatting, so please avoid graphics or anything too complicated. Please do not spend a lot of time formatting your text, as the formatting may be lost in the downloading of your application.

20.   The answer here should specifically address the following selection criteria:

- The promise of a relevant contribution to the achievement of the objectives of the Programme (described on the CRP website and in the CRP brochure)

- The feasibility of achieving the goals set in the proposed work

- Scientific excellence – the need for defined and well-focussed objectives and the promise provided for both innovation and for increasing the level of debate and understanding of the underlying issues

- Crossing disciplines – the plans for the engagement and interaction of a range of relevant scientific disciplines, and the extent to which the event demonstrates a readiness to engage others beyond the research community in an attempt to explore wider societal and policy-formation aspects.

21.   You should make direct reference to the selection criteria.

Question 18.   Please upload a fuller description as a separate document, if appropriate

22.   If you wish to attach a more explicit, detailed, formatted description of your proposed event, you can upload it under this question. The only constraints are to upload a document of file type: .doc, .docx, .gif, .jpeg, .jpg, .pdf, .png.

23.   Please make sure that you refer to all the selection criteria, should you decide to upload a detailed description of your event.

Question 19.   Briefly explain how your event proposal relates to this Research Theme:

24.   The answer here should specifically address the following selection criteria:

- Relevance – the extent to which the proposal addresses the objectives of the work programme and its relevance to the theme objectives

Question 20.   Please explain how you see your event influencing policy makers in the development of their national and international agro-food, fisheries or forestry policies.

25.   This section will be read by people who advise on national and international policies, so what do you want to tell them about why your proposal is important for them? For example, you should explain why it is important for policy makers to know about the issues presented and discussed, and how the outcomes of the event will provide information to help policy makers formulate best practices and appropriate policies.

26.   The policy makers this section is aimed at may not be specialists. Try to avoid using over-specialised vocabulary.

27.   Avoid statements like: "This event will strengthen the science-policy interface." or "The dissemination of the policy brief as well as the publication of the event papers is expected to be recognised by policy makers." This is not telling people that your proposal is important for helping form national and international policies. What is the message you expect your event to send to the policy community?

28.   The answer here should specifically address the following selection criteria:

- Policy relevance – how and the degree to which the event proposal will influence policy makers in the development of their national and international agro-food, fisheries or forestry policies

Question 21.   Please give a non-scientific explanation of how you believe your event will benefit society:

29.   In this answer you are aiming at an educated audience with a limited knowledge of science. Your answer should include a very brief description of the event using simple non-scientific terms, and why the topic is important for society. Imagine you are trying to describe it and why it will be beneficial over dinner to acquaintances to whom you are not very close and who are not scientific.

30.   This answer should specifically address the selection criteria:

- Potential impact – the way in which the event […] could contribute to the public debate

Question 22.   Estimated number of participants (for information only):

31.   This information is to help the CRP's Scientific Advisory Body assess the overall size of your event.

Question 23.   Proposed event programme:

32.   The event programme is an integral tool in helping the CRP's Scientific Advisory Body assess the value of the applications. Consequently, the more detail you can provide in the programme, the more helpful it is. You should ensure that your draft programme is as comprehensive as possible, giving:

- Likely timings of the sessions and individual presentations;

- Reference to all the speakers, on the proposed list of speakers for CRP funding and others: who they are, the proposed title of their presentation, the research institutes they are from and the positions they hold there;

- If you anticipate a Call for Abstracts from which you will decide some of the speakers, this should be made clear in the programme;

- You should have question and answer time and discussion time built into and shown in the programme;

- Please include a time slot at the beginning of the event for the CRP Theme Co-ordinator attending to give a brief presentation about the CRP. You should allow 15-20 minutes.

- There should be a wrap-up session on the lessons learned from the event during the event on how the subjects discussed should help inform the policy making community. This should be clearly identified at the end of the event in the programme. It is advisable that this session should be at least 45 minutes to an hour long.

- It is advisable that the programme include a time at the end of the event for participants to be reminded to complete the CRP Event Evaluation Questionnaire[2], which is one of the requirements of CRP funding. The Questionnaire will be an electronic form, so even though participants can complete after the event, there will be deadline for completing it and the time slot is necessary to stress the importance of the Questionnaires to the CRP member countries which provide the funding for the event.

- Including a speaker in the programme from the policy-making community to enhance the science-policy link is highly recommended.

33.   It is important that on the programme – and any pre-event advertising, call for papers, etc. – that your event is **not** referred to as an "OECD Conference/Workshop/etc. on [Title of event]". When you submit your application, there is of course no guarantee that your application will be successful and therefore OECD should not be mentioned on any paperwork other than your application form. If your application is successful, the CRP Secretariat will provide the appropriate language.

Question 24.   Geographical and gender balance of the speakers at your event.

34.   Whether your event is an in-person, hybrid or virtual event, both the geographical representation of CRP member countries and gender balance are important selection criteria for the CRP member countries. You therefore need to download the Excel file through the link in the question and add the information to the *Geographical & Gender breakdown* worksheet (or tab). There is a link here to the Excel file for you to prepare it.

35.   You will need to save this document to use it again for questions 33 and 34. Please give it a file name which helps to easily identify your application, i.e., a three-word short title of your Event, e.g. *Livestock-Methane-Reduction*. Instructions about how to upload it are given under question 34.

36.   The geographical and gender breakdown of the speakers will be based on the speakers you have identified in your event programme. Although the Scientific Advisory Body which will assess your application will have access to your event programme, it is not their responsibility to work out the geographical representation and gender balance of your speakers.

37.   You will need to tick *Geographical & Gender breakdown completed* to be able to continue to the next question.

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[2] The Questionnaire is sent to successful applicants by the CRP Secretariat two to three weeks before the Event.

Question 25.   What type of event do you anticipate organising?

38.   You will need to choose *Hybrid event*, *In person event only*, *Online event only* from the dropdown list.

Question 26.   Please explain how you would adapt your event from a hybrid or in person event should circumstances greatly curtail or not allow international travel.

39.   Given the recent experience of the COVID-19 pandemic, it is better to be prepared in case another world event affects international travel.

40.   This is for information only, but you should indicate what your contingency plan will be if international travel continues to be restricted or are imposed again for any reason. This may be moving to a completely online event or to a hybrid event.

41.   If your application is accepted and you do need to reorganise to an online or hybrid event, the CRP Secretariat will work with you on how your sponsorship award will be delivered.

Question 27.   Please provide information about the venue where the event will be held.

42.   Please include here the event site/hotel if known at the time of submission, and any other relevant information, such as: if accommodation is available at the venue, if you have previously used the venue, if the venue is confirmed or only provisionally booked.

Question 28.   Please explain how you intend to publish the event proceedings:

43.   Please refer to the *Event Sponsorship Application Guidelines and Conditions* for further information.

44.   You should give the name of the scientific journal/publisher you have either already agreed will publish the event proceedings, or whom you propose to use. You should think which journal/publishers will give your proceedings the highest impact. Open access journals are preferable, provided it will be one with free access because of the obligation that the CRP's Governing Body Delegates have access.

45.   It may be helpful to discuss this with the relevant CRP Theme Co-ordinator(s) if you contact them.

Question 29.   In addition to the publication of the proceedings for scientific purposes, please explain how you anticipate disseminating the lessons learned at the event more broadly to policy makers and to the general public, noting that a 2-3 page report summarising the major policy-relevant conclusions is required:

46.   Your plans for disseminating the lessons learned at the event need to be well defined and pro-active: using existing networks, direct communication to policy communities, using local and international media as appropriate. Simple posting of outcomes on an event website or just through the use of in-house journals would be seen as too passive without a big mailing campaign to a broad range of interested parties.

47.   Inviting participants from the policy community is one way to help in the dissemination to that community. You should indicate in this section anyone from the policy community you intend to invite to your event.

48.   This answer should specifically address the selection criteria:

- Potential impact – the way in which the event and the dissemination of its results could contribute to the public debate

- Organisation and plans for participation and dissemination – the need for the plans for the event to illustrate how outcomes will be delivered and disseminated in a way which contributes to achieving the objectives of the Programme.

Question 30.   Have there been any events on similar topics recently? If so, please give details:

49.   Because the CRP wishes to have an impact on the policy debate with the events it sponsors, it prefers to fund events that are about new, innovative science or that present the science in novel ways or to novel audiences such as in a multidisciplinary arena. Consequently, it is important that your event is different from others that have happened recently or will be happening around the same time.

50.   It may be useful to look outside your normal sphere; applications in the past have stated that there have not been any recent events on similar topics, when a search has shown that there have been.

Question 31.   Is your event one of a series of regular events? If so, please explain why this particular session would benefit from funding from the OECD Co-operative Research Programme.

51.   The CRP prefers not to sponsor an event that is one of a regular series of conferences, workshops, meetings, unless you can clearly demonstrate the one-off significance of your event. However, an inaugural event, or first of a proposed series would be of interest.

Question 32.   Is your event part of a larger event? If so, please explain how you will ensure that it will be clearly identified as an OECD-CRP sponsored event.

52.   If you are proposing a workshop or symposium within a larger event/congress, you must be explicit about how it will stand out from the rest of the event/congress as a discrete, self-enclosed OECD CRP-sponsored event; for example, by it being focussed on the science-policy nexus of a particular question, or to set international standards for testing of a disease, etc.

Section C: Financial Aspects

Question 33.   Budget for your event.

53.   The information you give in your budget will be used to help determine the level of financial support for your event should your application be successful, especially for a hybrid or virtual event. You should use the Excel file you downloaded in question 24, and add your draft budget to the *Overall Budget* worksheet (tab).

54.   The information in your draft budget should therefore be as complete as possible and include (by way of example):

- – Travel cost estimates for speakers from non-CRP member countries
- – Accommodation costs
- – Coffee breaks and meals if you are providing them
- – Event facilities costs
- – IT licences (e.g. Zoom or website development)
- – Technicians and Secretariat costs
- – Printing costs for event material
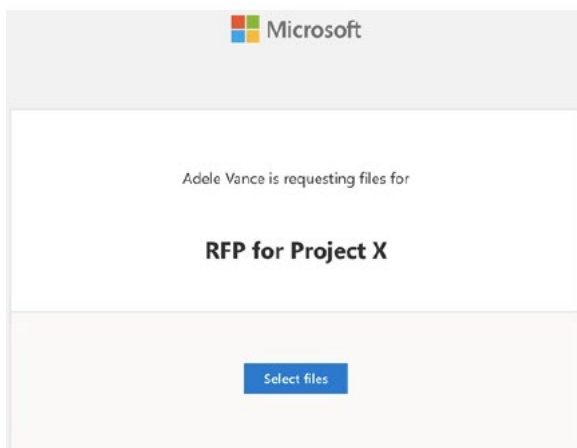- – Publication costs of the proceedings

55.	Any income or sponsorship already known, including registration fees and any in-kind funding such as conference facilities provided by a university or research institute.

56.	Save your Excel file because you will need it for question 34. Instructions on how to upload it are given under question 34.

57.	You will need to tick *Budget uploaded* to be able to continue to the next question.

Question 34.   The Proposed List of Speakers for CRP Funding:

58.	You need to use the *Speakers for travel costs* worksheet (tab) in the Excel document you downloaded under question 24 to provide a proposed list of speakers you would like to be funded by the CRP at your event. There are instructions in the Excel document to help you complete it. To help you start to prepare the proposed list of speakers in advance, here is a link to the Excel document.

59.	It is essential that the information in this section is correct, especially the spelling of the names of the proposed speakers. Should your application be successful, the CRP Secretariat will use the addresses in this list. It is not the responsibility of the Secretariat to correct or try and complete addresses that are wrong or incomplete, nor to check the spelling of speakers' names.

60.	To enhance the success of your application, the speakers in the Proposed List of Speakers for CRP Funding to be funded should represent *as broad a geographical spread of CRP member countries as possible*. It will be detrimental to your application if, for example, out of 12 speakers, five are from one country. Similarly, if, for example, you propose 15 speakers and they are from only six or seven countries, this would be detrimental to you application; we would expect that if you propose 15 speakers, the *minimum* number of countries represented to be 12. Your aim should be that all the speakers proposed for having their travel costs funded by the CRP are from different countries. The geographical spread of the speakers in this list is a selection criterion.

61.	You should also aim to have a gender balance among the speakers. Gender balance is a selection criterion.

62.	For your information, on current budgetary trends around 15 speakers can be funded for each successful event. It will be advantageous to your application if you propose speakers from some of the smaller CRP member countries, or the newer members (the Baltic states, Eastern European states, Israel).

63.	The CRP does not provide funding to people just to attend events; it must be anticipated that the people in this list will make a substantive presentation and submit a paper for the event proceedings. Consequently, Session Chairs, who may contribute to the debate in the event but who will not submit a paper for the proceedings should not be included in this list.

64.	Similarly, the CRP only provides funding for one speaker per presentation. If you have multiple speakers with one presentation title, we will only take one speaker per presentation into account when we work out the cost of your proposal.

65.	Once you have completed your list of speakers proposed for CRP funding, you will need to upload your Excel file. As the platform on which the application form is hosted does not support the direct upload of Excel files, this will need to be done through a link to a One Drive folder. You will find this link in Question 34. You do not need to have your own One Drive account to do this.

66.	You will be invited to select the file you wish to upload on a screen like this:

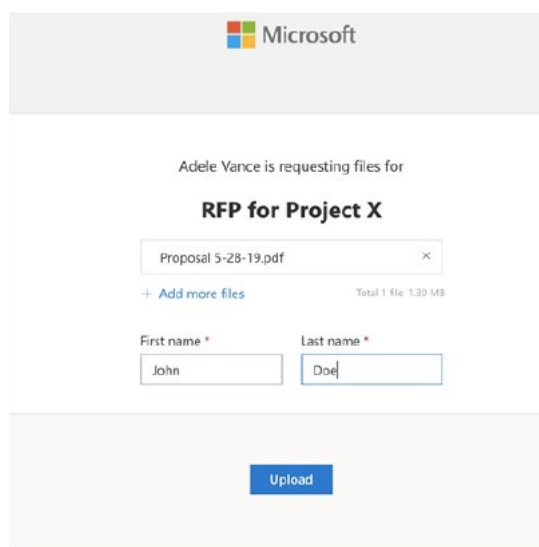**Step-by-Step Guide to the Application Form for Event (Conference/Workshop) Funding**

67.   Paragraph 35 above gives instructions on how you should name your file so it can be easily distinguished and linked to your application by the CRP Secretariat.

68.   When you have selected your file to upload, you will be taken to a screen where you will be asked for your First name and Last name (surname or given name). You do not need to include these in the name of your file because you have to give this information here and it will automatically be attached to your file name.

69.   You will need to tick *Excel file fully completed and uploaded* to be able to continue to the next question.

70.   N.B. Should your application be successful, the funding you receive may not cover all the speakers in your proposed list.

Section D: Confirmation Information and Submission

Question 35. Have you contacted the relevant Theme Co-ordinator(s) prior to completing this application form?

71. You have a choice of answers to tick: *Yes, No* and *I tried but was unsuccessful in contacting anyone.* Please remember that you may be completing this form during the holiday season, so the relevant Theme Co-ordinator may not have access to their e-mails when you try to contact them. If you want to contact a Theme Co-ordinator and are unable to, try contacting the CRP Secretariat instead.

72. Although only a click is needed here, without any explanation, you should note that:

- A quick e-mail just before you submit your application fulfils the condition of contacting them, but is not really sufficient "contact";
- They note who has contacted them and when, so if "Yes" is ticked just to be able to submit the application and you have not actually contacted them, this will be noted.

Question 36. Name of the theme co-ordinator contacted:

73. Choose the name of the Theme Co-ordinator(s) you contacted. You can choose more than one.

Question 37. Please explain how you found out about this funding possibility from the OECD Co-operative Research Programme: Sustainable Agricultural and Food Systems.

74. The information you give in here is very useful to help the CRP monitor the reach of its Call for Applications for Funding and to improve it.

Question 38. Prior to submitting your application form, you need to confirm the following:

75. In addition to reading the *Event Sponsorship Application Guidelines and Conditions*:

- Check that you have uploaded all the relevant documents, including the event programme, your CV and those of any co-organiser(s), the Geographical and Gender Balance table, budget table, list of proposed speakers to be funded and, if appropriate, a detailed event description;
- Check that the e-mail addresses for yourself and any co-organisers whose details you have given are correct.

76. Do not forget to tick that you have read and understood the *Event Sponsorship Application Guidelines and Conditions*.

Good Luck!

And please remember that if you have any problems with the application form, write to the CRP Secretariat at **TAD.PROG@oecd.org** immediately.