



Application Form for OECD CRP Sponsorship of International Events taking place in 2025 in the fields of Agriculture, Food, Fisheries and Forestry

DEADLINE FOR SUBMISSION: 10 September 2024

Instructions for completing the Application Form

If you need advice on your Event Application, please contact the [Relevant Research Theme Co-ordinator](#).

If you need assistance with completing the application form, or encounter any problems, please contact the Co-operative Research Programme (CRP) Secretariat TAD.Prog@oecd.org immediately.

"Events" is used in the application form to mean conferences, workshops, symposia, etc. Any event for which OECD CRP sponsorship is applied must be international and on a topic in the fields of agriculture, food, fisheries or forestry.

Please refer to the [Step-by-Step Guide](#) to completing the application form as you go through the form.

A PDF version of this form is available on the [CRP Call for Applications webpage](#) for you to download to prepare your application offline before starting to fill in this form.

Items marked with * are obligatory. You will not be able to pass to the next page of questions until you answer these questions.

The information you input is automatically saved when you finish the last question on each page. You need to complete all the questions on a page to be able to go back a page without losing your answers. If you click on "PREV" before you complete all your answers on a page, you will need to redo those questions.

You should be able to leave the application form by just shutting it and re-clicking on the link on the CRP Applications webpage. If you are not taken back to your application form, you should contact the [CRP Secretariat](#) immediately.

The platform hosting this application form only allows .doc, .docx, .gif, .jpeg, .jpg, .pdf and .png files to be uploaded directly to your application form. All .xls and .xlsx files will need to be uploaded to OneDrive folders through the

links given in the application form.

You should be able to enlarge the boxes for text answers by clicking on the small, diagonal lines in the bottom right of the box and dragging down and right.

The system being used does not have an automatic facility for your completed application form to be sent to you, but the CRP Secretariat will send it to you very shortly after submission.

The OECD is committed to the protection of personal information of the users of its websites. We invite you to refer to the OECD's private policy statement at www.oecd.org/privacy. If you have further queries or complaints related to the processing of your personal data, please contact the Data Protection Officer: dpo@oecd.org.



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Section A: General Information about your Event, You and your main co-organisers

* 1. Title of the event you propose for CRP-sponsorship.

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

Please put yourself first, followed by the other main organisers as a list. Please give the titles (Dr., Prof., Mr. or Ms.), given name(s) and surname (family name) only. You will be asked for more details later in the application form.

* 3. Please give your e-mail address.

You will be asked for it later as well, but having it at the beginning of the application makes it easier for the CRP Secretariat get in touch with you quickly if they need to.

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

Please use the format DD/MM/2025

Start date

End date

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

Events must take place in a [CRP participating country](#). Please choose from the dropdown list.

* 6. In which town or city will it take place?

More details about the venue will be asked for later in the application form.

* 7. Please describe your previous experience of organising events (conferences, workshops or other significant meetings)? Please list the most important ones and say how you went about organising them.



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

Please include a full postal address in the CV as space is limited in the question boxes below.

Your title - Dr., Prof., Mr. or Ms.

Your first name

Your surname (family name)

Your gender - Female, Male, Other

Your nationality (expressed as your country)
The main organisers need to be nationals of the [CRP participating countries](#), or have long-term residence and working documents for one of the CRP participating countries

Your e-mail address

Your organisation
Organisation is used for Employer, University, Higher Education establishment or National Research Institutions
Faculties, Departments or Schools should be included in the question below

Your school, faculty or department

The town or city of your organisation

Country
As the applicant, you should be from a [CRP participating country](#)

* 9. Please upload your CV.

This should be a short CV, but should include you most important publications and awards.

Choose File

Choose File

No file chosen

10. Please fill the following in with the details of the first of three of your main co-organisers.

A full postal address should be included in their CV as space is limited in the question boxes below.

Title - Dr., Prof., Mr. or Ms.

First name

Surname (family name)

Gender - Female, Male, Other

Nationality (expressed as the country)

The main organisers need to be nationals of the [CRP participating countries](#), or have long-term residence and working documents for one of the CRP participating countries

E-mail address

Organisation

Organisation is used for Employer, University, Higher Education establishment or National Research Institutions

Faculties, Departments or Schools should be included in the question below

The co-organiser's school, faculty or department

The town or city of the co-organiser's organisation

Country

The main co-organisers should be from a [CRP participating country](#)

11. Please upload the CV of your first main co-organiser.

This should be a short CV, but should include their most important publications and awards.

Choose File

Choose File

No file chosen

12. Please fill the following in with the details of the second of three of your main co-organisers.

A full postal address should be included in their CV as space is limited in the question boxes below.

Title - Dr., Prof., Mr. or Ms.

First name

Surname (family name)

Gender - Female, Male, Other

Nationality (expressed as the country)

The main organisers need to be nationals of the [CRP participating countries](#), or have long-term residence and working documents for one of the CRP participating countries

E-mail address

Organisation

Organisation is used for Employer, University, Higher Education establishment or National Research Institutions

Faculties, Departments or Schools should be included in the question below

The co-organiser's school, faculty or department

The town or city of the co-organiser's organisation

Country

The main co-organisers should be from a [CRP participating country](#)

13. Please upload the CV of your second main co-organiser.

This should be a short CV, but should include their most important publications and awards.

Choose File

Choose File

No file chosen

14. Please fill the following in with the details of the third of three of your main co-organisers.

A full postal address should be included in their CV as space is limited in the question boxes below.

Title - Dr., Prof., Mr. or Ms.

First name

Surname (family name)

Gender - Female, Male, Other

Nationality (expressed as the country)

The main organisers need to be nationals of the [CRP participating countries](#), or have long-term residence and working documents for one of the CRP participating countries

E-mail address

Organisation

Organisation is used for Employer, University, Higher Education establishment or National Research Institutions

Faculties, Departments or Schools should be included in the question below

The co-organiser's school, faculty or department

The town or city of the co-organiser's organisation

Country

The main co-organisers should be from a [CRP participating country](#)

15. Please upload the CV of your second main co-organiser.

This should be a short CV, but should include their most important publications and awards.

Choose File

Choose File

No file chosen



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Section B: Detailed information about your event

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

You can indicate more than one Research Theme.

- Theme 1 - Managing Natural Capital
- Theme 2 - Strengthening Resilience in the Face of Multiple Risks in a Connected World
- Theme 3 - Transformational Technologies and Innovation

* 17. Please give a brief description of your event and explain its objective (4 paragraphs maximum).

18. Please upload a fuller description as a separate document, if appropriate. As the platform has very limited formatting capabilities, you may wish to upload a more detailed and fully formatted description as a separate document.

Choose File

Choose File

No file chosen

* 19. Briefly explain how your event proposal relates to the Research Theme(s) ticked in question 16.

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

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

* 22. Estimated number of participants. (For information only)

* 23. Proposed event programme.

Please remember to include a time slot at the beginning of the event for the CRP Theme Co-ordinator attending the event to give a brief presentation about the CRP, and a substantial time slot at the end of the event for a wrap-up session on what has been learned at the event and what messages the event wants to pass on to the policy community.

As explained in the Instructions at the beginning of this application form, your upload should be a .doc, .docx, .jpeg, .jpg, .pdf or .png file.

Choose File

Choose File

No file chosen

* 24. Geographical and Gender Breakdown of the speakers at your event.

As both the geographical and gender balance of speakers at CRP-sponsored events are selection criteria, we need this information in your application.

Please [download this Excel File](#) and complete the worksheet Geographical & Gender Breakdown.

You will need this Excel file for questions 33 and 34 as well, and will be asked to upload the fully completed file at the end of question 34.

I have completed the worksheet Geographical & Gender Breakdown



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* 25. What type of event do you anticipate organising?
I.e.: A fully, in-person event, a hybrid event, or a fully virtual event.

* 26. Please explain how you would adapt your event from a hybrid or in person event should circumstances not allow international travel.
(For information only; if restrictions on international travel are imposed for any reason, the CRP Secretariat will contact you, should your application be accepted.)

* 27. Please provide information about the venue where the event will be held. Please give the name of the venue, where it is located and why this venue, and also say if this is confirmed or to be confirmed.

* 28. Please explain how you intend to publish proceedings of the event.
(Please refer to the [Event Sponsorship Application Guidelines and Conditions](#) for further information.)

* 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.

* 30. Have there been events on similar topics recently, either organised by yourself or by others? If so, please give details.

* 31. Is your event one of a series of regular events (e.g. annual or biennial)? If so, please explain why this particular session should benefit from funding from the OECD Co-operative Research Programme?

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



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Section C: Financial Aspects

* 33. Budget for your event.

Use the Excel file you downloaded for question 24 and add your budget to the worksheet Overall Budget. Your budget should be as detailed as possible, and show:

All costs such as: travel cost estimates for speakers, accommodation, coffee breaks, meals, event facilities, IT licences for zoom (for example), website development, technicians, printing, publication of the proceedings. Any income or sponsorship already known; in-kind funding should be included, such as event facilities provided by a university or research institute. You will need to upload the document at the end of question 34.

Overall Budget worksheet completed

* 34. If your event will be an in person or hybrid event, you need to provide information about the keynote speakers for whom you will use CRP funding to fund travel costs.

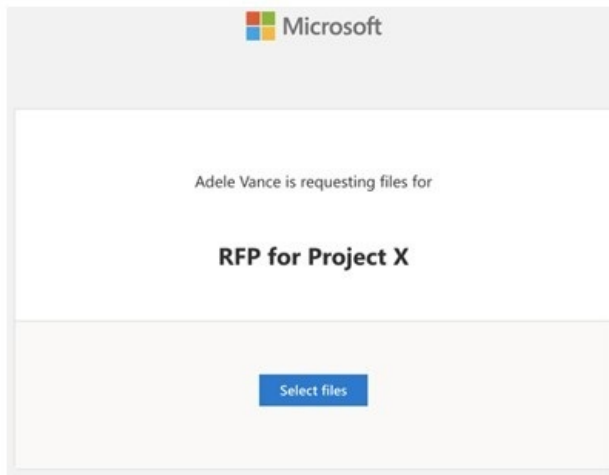
Use the Excel file you downloaded in question 24 and complete the list in the worksheet Speakers for travel costs.

Please use a short (max three words) title to name your file.

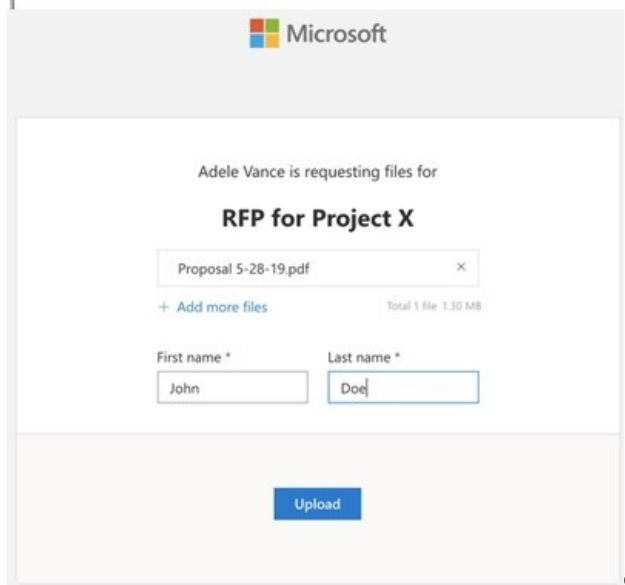
If your event is a virtual only event, you will still need to complete and upload the 2025 List of proposed speakers to be funded, by including the information on the keynote speakers from [CRP participating countries](#).

Once completed, please upload your Excel file through [this link to One Drive](#).

You will come to a screen like this:



When you have selected your file to be uploaded, you will see a screen like this:



Please give the document 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.

Please give your first name and surname in the appropriate boxes as shown in the above screenshot, so, together with your three-word event title on the file, you file can be easily identified.

Excel file fully completed and uploaded.



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Section D: Confirmation information and Submission

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

- Yes
- No
- I tried but was unsuccessful in contacting anyone.

* 36. Name of Theme Co-ordinator contacted:

- Dr. Maria Joao Santos (Theme 1) Dr. Lieve Herman (Theme 3)
- Prof. Paloma Melgarejo Nardiz (Theme 1) Dr. Andy Sheppard (Theme 3)
- Dr. Michael J. Rothrock (Theme 2) I was not able to contact a Theme Co-ordinator
- Dr. Se-Yeoun Cha (Theme 2)

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

* 38. Prior to submitting your application form, you need to confirm that:

- You have read and accepted the [Event Sponsorship Application Guidelines and Conditions](#) when applying for sponsorship from the Co-operative Research Programme;
- You have checked that you have uploaded all the required documents;
- You have checked that the e-mail addresses you have given for yourself and your other main organisers (if appropriate) in section A questions 8, 10, 12 and 14 are correct?

- I confirm that I have read and understood the Event Sponsorship Application Guidelines and Conditions.

