Attachment：WorkShop Project Application Form

**Location: The Deep-time Digital Earth Research Center of Excellence, Zhejiang (RCE (Hangzhou))**

|  |  |
| --- | --- |
| **Proposal title of the WorkShop** | be clear with all the important related information |
| **Submission Date** | DD,MM,YYYY |
| **Conveners** | title,name,faculty |
| **Principle Investigator** | title,name,faculty |
| **Co-Principle Investigator** | title,name,faculty  title,name,faculty |
| **Participants** | title,name,faculty  title,name,faculty  title,name,faculty |
| **Start (Estimated)** | DD,MM,YYYY |
| **End (Estimated)** | DD,MM,YYYY |
|  |  |

1. **Workshop Description**

Describe the purpose of the project and summarize the main aspects in a concise manner

1. **Justification for the need of the Workshop**

Explain the objectives and benefits of the proposed WorkShop.

1. **Expected outcomes of the WorkShop**

Explain expected outcomes of the proposed WorkShop. The project's contribution to strengthening data-driven discovery in the earth sciences and cross-disciplinary cooperation should be emphasized (e.g. Contributions of the Workshop to strengthen the DDE Platform ([www.deep-time.org](http://www.deep-time.org/)) in terms of data, models, knowledge graphs etc.) .

1. **Project Implementation**

1) The prerequisites:

List all the prerequisites needed to be able to carry out your proposed project. And, the kind of support staff of DDE RCE Hangzhou whose participation is critical for the success of the workshop.

2) The current state:

Explain the current state of research, your own or cooperative preparations and the planned work program.

3) The responsibilities and tasks:

If there are several applicants, please explain the distribution of responsibilities and tasks.

4) The methods and risks:

Describe the methods to be applied or developed and explain any risks that could effect the course of the project.

5) The work plan:

Please present your work plan / time schedule in a tabular form (e.g. Gantt chart)

1. **Agreement**

During the project implementation period, all outcomes arising from Workshop activities (including but not limited to research reports, data sets, meeting records, training materials, etc.) will adhere to the principles of open science and be fully disclosed and shared globally, aiming to promote knowledge dissemination and academic exchange in the field of earth sciences.

1. **Budget**

**（in U.S. dollars）**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Item** | **Year 1**  **Cost** | **Calculation methods** |
|  | **In total** | total |  |
| 1 | **01** Travel and accommodation | $ | Please provide the calculation methods on this expense |
| 2 | **02** Conference organization | $ | Please provide the calculation methods on this expense |
| 3 | **03** Costs for publication / literature / internet / intellectual property | $ | Please provide the calculation methods on this expense |
| 4 | **04** Costs for office materials and supplies | $ | Please provide the calculation methods on this expense |
| 5 | **05** Expert consulting | $ | Please provide the calculation methods on this expense |
| 6 | **06** Equipment | $ | Please provide the calculation methods on this expense |
| 7 | **0601** Equipment purchase | $ | Please provide the calculation methods on this expense |
| 8 | **0602** Design new equipment | $ | Please provide the calculation methods on this expense |
| 9 | **0603** Equipment modification or rental | $ | Please provide the calculation methods on this expense |
| 10 | **07** Experimental material | $ | Please provide the calculation methods on this expense |
| 11 | **08** Experiment and test | $ | Please provide the calculation methods on this expense |
| 12 | **9** Fuel and power | $ | Please provide the calculation methods on this expense |
| 13 | **10** Indirect costs ≤10%  (For grants $50,000 and under, DDE does not allow indirect costs;  For grants larger than $50,000, the indirect costs shall be no more than 10%) | $ | Please provide the calculation methods on this expense |
| 14 | **11** Costs for field trips needed with justifications | $ | Please provide the calculation methods on this expense |
| 15 | **12** Contingencies | $ | Please provide the calculation methods on this expense |

1. **Supporting materials**
2. **References**
3. **Annexes**