

# Application guidelines for SCOSTEP Outreach Fund

This guideline has been approved by the SCOSTEP Bureau on June 2, 2026.

SCOSTEP provides small grants to encourage public outreach activities associated with meetings and schools in solar-terrestrial physics. These grants support outreach programs aimed at the general public and are awarded in addition to SCOSTEP funding for meetings and schools. Examples include one-day outreach events, such as presentations or educational activities targeting elementary to high school students and their teachers, organized immediately before or after an international meeting or school supported by SCOSTEP.

The SCOSTEP Outreach Fund provides up to **US\$500** per outreach activity. The fund may be used to fully or partially cover the following expenses:

- Travel costs, visa fees, accommodation, and per diem expenses for selected presenters participating in outreach activities.
- Personnel and manpower costs directly related to the implementation of the outreach activity.
- Consumable materials, including printing costs for SCOSTEP Comic Books and other outreach resources.
- Development and publication of outreach materials, including websites, online content, and printed publications.

## How to submit a proposal

- a. Proposals should be submitted by organizers of meetings, schools, or outreach events related to solar–terrestrial physics, together with applications for SCOSTEP meeting or school support under SCOSTEP and its scientific programs.
- b. Outreach event organizers must be registered on the SCOSTEP-all mailing list before submitting a proposal. To join the mailing list, please contact the SCOSTEP Secretariat at [scostep\[at\]lasp.colorado.edu](mailto:scostep[at]lasp.colorado.edu) (replace “[at]” by “@”).
- c. Completed proposals should be submitted to both the SCOSTEP President and the SCOSTEP Secretariat.  
SCOSTEP President: Dr. Kazuo Shiokawa ([shiokawa\[at\]nagoya-u.jp](mailto:shiokawa[at]nagoya-u.jp))  
SCOSTEP Secretariat: Dr. Odele Coddington ([scostep\[at\]lasp.colorado.edu](mailto:scostep[at]lasp.colorado.edu))

## Proposal Requirements

The proposal should not exceed **two pages** and must include the following information:

- a. A description of the planned outreach activity, including:
  - The date and location of the activity;
  - Contact information for the organizer(s);
  - The activity website or webpage, if available.
- b. An explanation of how the activity relates to solar–terrestrial physics.
- c. The anticipated audience and expected number of participants (e.g., junior-high school students, undergraduate students, teachers, or the general public).
- d. The amount of funding requested and a brief justification of how the funds will be used.
- e. A list of other sponsors, including both confirmed and pending sources of support.

## **Conditions of Funding**

Recipients of a SCOSTEP Outreach Fund grant are required to comply with the following conditions:

- a. A **final report** describing the outreach activity must be submitted to the SCOSTEP President and the SCOSTEP Secretariat within **30 days** of the completion of the activity. The report may be published on the SCOSTEP website and featured in SCOSTEP newsletters.
- b. A **financial report**, including a detailed breakdown of expenditures, must be submitted to the SCOSTEP Secretariat.
- c. Support from **SCOSTEP must be acknowledged** in all relevant outreach materials and communications, including announcements, signage, websites, program books, and other promotional or informational materials.