

Aloha HISC Working Group Participants,

If you plan to present a project proposal at an upcoming HISC Working Group Meeting (Prevention, Established Pests, or Public Outreach) you must do the following:

1. Please prepare a short (one page) description of the activities that you propose to focus on for FY11 funding. Describe how your proposal supports the HISC strategic plan and addresses gaps in capacity for the prevention/management of invasive species. The plan is available at:  
<http://www.hawaiiinvasivespecies.org/hisc/pdfs/20080709strategicplandraft.pdf>.
2. Within this description of your project, please include a short description on staff cut backs and staff level impacts from the reduced funding (if you were previously funded), and a budget table. Budget should include an indication of in-kind resources and a low alternative funding level with an indication of what outputs would be reduced if funded at the lower level. An indication of any strategies for moving your project off of HISC funds and onto other funding sources in future is helpful where possible.
3. Please submit these proposals at least 48 hours prior to the meeting with "(working group name) Proposal" in the subject line to you as the working group chair, and cc to Christy Finlayson (the new DOFAW Invasive Species Project Manager) at [christy.j.finlayson@hawaii.gov](mailto:christy.j.finlayson@hawaii.gov).
4. Please bring 15 paper copies to the meeting to share with others.

As a general reminder, there will be less than \$2 million dollars for projects. Each Working Group will meet sometime before the end of August to discuss proposals and come up with a budget from that Working Group. These budget proposals will then be presented by each Working Group Chair to the full HISC in early September (our aim, not yet scheduled) for final decisions. Our budget discussion facilitator, Liz Corbin of DBEDT, had chaired the Resources Working Group until her retirement this past June. We are working with Liz to identify a replacement to chair this working group and facilitate budget discussions.