ASM/CDC Postdoctoral Research Fellowship Program  
Host Lab-Sponsored Travel Policies and Procedures

Fellows' Status and Travel Authority
ASM/CDC Fellows are not employees of CDC or ASM. Fellows who are US Citizens and permanent residents are classified as non-FTE Training Fellows. Non-Citizens are classified as Non-US Citizen J-1 Visa Guest Researchers. For CDC travel purposes, all ASM/CDC Fellows are generally:
- Not permitted to travel on CDC orders.
- Not added to CDC conference travel approval lists.

For more information, reference the Office of Travel Management, CDC Travel Portal http://travel.cdc.gov/StudentsFellows.asp.

Host Lab-Sponsored Travel
Host Lab Sponsored Travel is project-related field work or training necessary for the Fellow to conduct his/her own research. Eligible project-related travel expenses include meeting registrations, transportation, lodging and per diem for meals. Examples include:
- Travel needed to go to a location and collect samples for the research project.
- Travel necessary to take part in extensive course training to benefit the fellow in completing the research project as outlined in the two year tenure research plan.

Funding Mechanism
The ASM/CDC Postdoctoral Fellowship Program is administered under a cooperative agreement between CDC/NCEZID/DPEI and American Society of Microbiology (ASM). CDC Host Labs may ONLY sponsor their Fellows’ project-related travel by adding their OPDIV funds to the ASM/CDC cooperative agreement Continuation Funding Award for the coag Budget Period May 1st – April 30th. After Host Lab funds have been awarded, the ASM Fellowship Program can advance and/or reimburse the Fellow for his/her approved travel expenses.

Host Lab Funding Procedure

1. During the initial Application Review Process in February, Preceptors should indicate in their Preceptor Review of the applicant’s proposed Research Plan that travel will be required and that the Host Lab will commit funds for that travel.

2. If it is not known during the Application Review Process that Host Lab-sponsored travel will be required, the Fellow and Preceptor may revise the Research Plan to include project-related travel.

   If there is a major change in the Research Plan, the Fellow, in consultation with the Preceptor, must complete and submit the Form Approval to Revise Research Plan by March 1st to the CDC and ASM Program staff. The changes must be reviewed and approved by the ASM/CDC Fellowship Scientific Advisory Committee.

3. The Fellow, in consultation with the Preceptor and/or Host Lab administrative designee, should develop a travel budget, and all agree to the amount of Host Lab sponsorship. Preceptors are advised to plan travel, make good estimates of the cost, and ONLY allocate-funds needed for the
approved travel. **Unused Host Lab funds will not be de-obligated and returned to the Host Lab.**

4. Fellows requesting Host-Lab sponsored project-related travel must submit the [Travel Authorization - Project Related Travel form](#) (must be signed by the Preceptor and CDC Program Coordinator) to ASM staff for approval prior to the Host Lab committing funds.

5. The travel-sponsoring Host Lab must provide a completed and signed **Form 1385 (Coag template attached)** and system screenshot of committed funds no later than March 30th to the Coag Project Officer, **Ann Slaughter ali1@cdc.gov**.

Funds are generally added only once a year to the ASM/CDC cooperative agreement continuation award for the Coag Budget Period May 1-April 30.

**Management of Project Related Travel Funds**
ASM staff manages and tracks Host Lab-sponsored funds. Host Lab funds are earmarked in the ASM Coag Budget “Fieldwork/Project Related Travel” line item. Excess funds may be used as follows:

- If the Fellow’s project-related travel expenses are less than the amount committed by the Host Lab, the fund balance remains in the earmarked line item for that Budget Period. The unused funds may be requested by the sponsoring Host Lab for other project-related travel/training for that Fellow or another ASM/CDC Fellow in the Host Lab/Branch (if the Lab/Branch has more than one Fellow).

- If there are unused host-lab funds remaining after the Fellow leaves the program, ASM will request carry over of those funds into the next Budget Period, subject to approval by the CDC Project Officer and PGO.
  - If carryover is approved, the sponsoring Host Lab Preceptor may request to use those funds for his/her new Fellow’s approved project-related travel.
  - If the Host Lab no longer has a Fellow, then the funds may be used at ASM’s discretion for other Fellows currently in the program.

**Fellow’s Travel Approval, Arrangements and Reimbursement**
Fellows travel as self-sponsored individuals, and they are responsible for making their own travel arrangements. **Fellows should consult with ASM staff before making any purchases for their travel to ensure that they will be reimbursed.** They can be advanced and/or reimbursed by the ASM Fellowship Program for their allowable project-related travel expenses. Requirements for advancing and/or reimbursing expenses include:

1. The required field work/training should be described in the Fellow’s approved Research Plan.

2. The Fellow completes the [Travel Authorization - PROJECT-RELATED TRAVEL form](#). The Fellow can request a travel advance by submitting the Travel Authorization and Cash Advance form. The completed forms must be signed by the Preceptor and CDC Program Coordinator and submitted to ASM at least 30 days prior to travel.

3. Upon completion of travel, the Fellow must submit the [ASM Travel Expense Report](#) to the ASM office before any reimbursements are made. Allowable project-related travel expenses may include transportation, lodging and per diem for meals, and training/meeting registrations.
4. ASM will reimburse the Fellow for allowable expenses upon completion of the trip and submission of all itemized receipts. Timing of reimbursements depends upon when the completed expense reports are received by ASM, and upon the ASM administrative office schedules and workload. Reference the ASM/CDC Fellowship Handbook for more details on procedures and authorization forms.

Fellow’s Professional Development Funds
Professional Development Funds differ from Host Lab-Sponsored Travel Funds. They do NOT include travel for field work to conduct research. Professional development activities should be included in the Fellow’s Individual Development Plan. Eligible expenses include:

- Travel, lodging and per diem expenses to meetings.
- Membership in professional societies, subscriptions to journals, and fees to register with the placement service of professional societies.
- Participation in and presentation of research at scientific meetings/conferences.
- Meetings to gather additional learning tools for research, to network and/or to present research results.
- Books and computer equipment or software subject to pre-approval on a case by case basis by the ASM Manager of Student Programs. All purchased software must be manufactured in the United States.

Up to $2,000 a year is allowed per Fellow each year of their fellowship. All requests to use Professional Development funds must be pre-approved by the Fellow’s Preceptor and CDC Program Coordinator prior to submission to ASM. All reimbursement requests must be approved by the ASM Fellowship staff and are subject to review by the ASM Finance Department. Reference the ASM/CDC Fellowship Handbook for additional guidance.