Branch Funding – General Guidelines

I. Part One – Types of Funding (Regional, National, Student and Postdoctoral Chapter)

A. Description of Regional Funding:
The goals of Regional Funding are to (1) support the Branch’s programs, activities and operations, (2) facilitate student involvement within the Branch, (3) increase the number of ASM members who belong to a Branch and (4) encourage new programming opportunities to introduce more diversity in scientific presentations to broaden Branch appeal to new constituencies.

Examples of Projects Approved for Regional Funding –
◆ Branch meeting expenses (catering, space rental, speaker travel costs, printing, postage, etc.)
◆ Student awards and travel both to the ASM Microbe Meeting and to Branch meetings
◆ Newsletter expenses
◆ Branch website maintenance (as long as the payment is not to a Branch member)
◆ Membership drive to encourage Branch membership
◆ Diversification of Branch Meeting programming by a Branch in hopes of attracting new scientific constituencies to Branch membership

Regional Funding Amounts – The 35 Branches are clustered into 7 Regions. Each Region has $10,500 in available funding per year. Regional Planning Coordinators review proposals from their specific regions. The amounts awarded to individual Branches are per discretion of the Regional Planning Coordinators. Typical awards are in the $1500 to $3000 range.

B. Description of National Funding for Branches:
National Funding is open to all Branches and is intended to provide support, on a competitive basis, to Branches that have developed programming that is especially meritorious in advancing the goals of the Branch and ASM. A primary objective is increased diversity in Branch scientific programming.

Examples of Projects Approved for National Funding –
◆ Hosting a meeting in a scientific stream not currently represented in the Branch’s activities. Some examples are listed below:
  o A clinically-focused Branch hosting a student-focused career day
  o A Branch normally focused on microbiology education sponsoring a clinical microbiology workshop
◆ Co-sponsoring a meeting between a Branch and a college, university, government agency, or association
◆ A Branch partnering with another established meeting and/or scientific group
◆ Provision of programming in scientific streams underrepresented in the Branch
◆ Provision of student-centered Branch programming
National Funding Amounts – $25,000 is available per year. The Branch Organization Committee Chair reviews all National Funding proposals and determines the amount of approved funding for each request. National Funding is NOT allocated by Region; it is a national competition in which all 35 Branches may participate, and funding is awarded without regard to a Branch’s regional affiliation.

C. **Description of Student and Postdoctoral Chapter Funding:**
The Student and Postdoctoral Chapter Support Program provides up to $300 funding for each ASM Student or Postdoctoral Chapter per year (available on a first-come, first-served basis until all the money in the account is exhausted). Among the goals of the program are the provision of student and postdoctoral-oriented activities on the local level and the strengthening of the relationship between Branches, Chapters and ASM.

Examples of Projects Approved for Student or Postdoctoral Chapter Funding –
- Student-based programs/events at the university level
- Activities within Student and Postdoctoral Chapters
- Student travel to Branch meetings or national meetings
- K-12 outreach activities
- Microbiology-related field trips

**Student and Postdoctoral Chapter Funding Amounts** – $16,500 is available in the Student and Postdoctoral Chapter account per year; each Chapter is eligible for $300 per year, available on a first-come, first-served basis until all the money in the funding account is exhausted. The Regional Planning Coordinators review Student and Postdoctoral Chapter proposals. The amount of individual awards is per discretion of the Regional Planning Coordinator reviewing the request.

II. Part Two – Restrictions on Funding (Regional, National, Student and Postdoctoral Chapter); Disallowed Expenses

A. Funds cannot be used to purchase equipment, such as computers or cameras, that could easily be lost by the Branch or used by individual Branch members for non-Branch business and then not returned to the Branch.
B. Funds cannot be used to fund travel for Branch members to meetings (for example, Branch officers cannot be funded to travel to the ASM Microbe Meeting). HOWEVER, some Branches request money to fund STUDENT travel to the Microbe Meeting or to Branch meetings as a Branch award – and that is acceptable.
C. Paying Branch members for any service or project, such as website maintenance, is disallowed.
D. Branch Regional and National Funding cannot be used to fund research.
E. Student Chapter requests for money to purchase alcohol will be declined.
F. Only Branches that have submitted a completed Branch Annual Report for the previous year are eligible to receive funding.
G. Only Student and Postdoctoral Chapters that have submitted a completed Chapter Annual Report for the previous year are eligible to receive funding.
H. Funds must be used in the year in which they are awarded.
III. Part Three – Process; General Instructions on How to Apply for Funding

A. Applying for Regional and National Funding:
   1. Branch completes a proposal form (available on the website: www.asm.org/branches, under “Toolkit for Branch Officers”). Branch should include both Regional and National Funding requests on its proposal form.
   2. Branch submits the completed proposal form to Regional Planning Coordinator (RPC) for review, with a cc to ASM HQ at adempsey@asmusa.org.
   3. RPC reviews the proposal form, as follows:
      a. **Regional** – RPC reviews requests for Regional Funding and decides whether or not to provide funding. If approved, RPC indicates amount of approved funding on the form and signs and dates the form.
      b. **National** – RPC reviews requests for National Funding and notes whether he/she recommends that National Funding be approved by the Chair of the Branch Organization Committee (BOC). Comments should be provided to explain the recommendation.
   4. After reviewing Regional and National Funding requests, RPC completes and returns the approved proposal forms to ASM Headquarters (adempsey@asmusa.org) for processing.
   5. ASM Headquarters staff forwards all National Funding requests to BOC Chair for review.
   6. BOC Chair reviews National Funding requests and forwards his/her decisions to ASM Headquarters staff.
   7. ASM Headquarters staff processes all Regional and National Funding requests and sends checks or rejection letters to Branches.

B. Applying for Student and Postdoctoral Chapter Funding:
   1. Student or Postdoctoral Chapter completes a proposal form (available on the website: www.asm.org/branches, under “Student and Postdoctoral Chapters”), and submits it to ASM Headquarters (adempsey@asmusa.org) for review.
   2. ASM Headquarters staff submits proposal to Regional Planning Coordinator for review.
   3. Regional Planning Coordinator reviews proposal, and if approved, submits to ASM Headquarters (adempsey@asmusa.org) for processing.
   4. ASM Headquarters staff processes and sends check to Chapter.