



## **GUIDELINES FOR ASPET CHAPTER MEETING FUNDING REQUESTS**

ASPET affiliated chapters are able to apply for financial support of up to \$5,000/year for their annual meeting. This support may be used to help defray meeting costs.

The following guidelines describe the process for review and approval of requests for funding from ASPET.

### **Criteria for Consideration**

1. Request must be for the primary annual meeting of the regional Chapter affiliate.
2. The meeting will not compete with any other ASPET meeting (e.g. ASPET Annual Meeting) in terms of the meeting dates, and in terms of the subject matter within the same calendar year

### **Use of ASPET Funds:**

ASPET funds may be used for the following:

- Student awards and registration expenses
- Registration and travel for non-local speakers
- Virtual meeting platform expenses

ASPET funds may not be used for the following:

- Honoraria for chairs, speakers or volunteer meeting organizers as ASPET policy does not provide for honoraria for its own meetings
- Trophies, award plaques, and shipping costs
- Group speaker dinners

### **Application Process**

1. Proposals may be submitted by ASPET members only.
2. The application form must be completed in full. The summary section may include a “nearly final” outline of titles and speakers. Append any supportive documents (e.g., preliminary draft of program announcement, call for abstracts, surveys, CME forms, etc.). Keep the “Summary” and “Budget” sections to a total of two pages (1 page for each section).
3. Applications should be submitted via e-mail to the Membership Department at **membership@aspet.org**.
4. Requests for funding must be submitted at least 60 days before decision on funding is needed by the Chapter.
5. For each application, the Partnerships Committee (PSC) will invite the Chapter President (or a designated Chapter member) to attend the PSC meeting via Zoom or teleconference. This will allow the Chapter to clarify or answer any questions that the PSC might have and will help the Chapter to better understand the criteria that the PSC applies. This will also provide a yearly opportunity for the Chapter to discuss challenges and needs, and conversely for the PSC to communicate ASPET’s current directions.

6. If the PSC needs more information or has questions regarding the request, the Chapter will be contacted by ASPET staff for clarification. The PSC will limit requests for additional information and/or clarifications to a submitted proposal to a single request. After a request for clarification and/ or additional information, if the revised proposal still lacks the requested information, the PSC will judge the proposal based on the information available.

### **Pre-Meeting**

1. If you would like ASPET to assist you with registration, complete the CHAPTER MEETING REGISTRATION & WEBSITE REQUEST FORM found at the end of this document and return to [membership@aspet.org](mailto:membership@aspet.org). Please ensure you are using the newest version of this form which is on the ASPET website.
2. ASPET will advertise the Chapter meeting in the *ASPET NewsBrief* and *The Pharmacologist*. Submit the Chapter meeting ad and/or article to *The Pharmacologist* production team, [membership@aspet.org](mailto:membership@aspet.org) by the submission deadline.
  - a. *The Pharmacologist* Submission Deadlines:
    - March Issue – January 31
    - June Issue – April 30
    - September Issue – July 31
    - December Issue – October 31

### **Evaluation and Awards**

1. Applications will be reviewed by the PSC. Meetings will not be funded after the event has taken place.
2. Proposals will be evaluated both programmatically and strategically by the PSC. There is no guarantee that the entire amount requested will be approved.
3. Recommendations for funding above the \$5,000/proposal ceiling will be forwarded to ASPET Council, which has the authority to commit funds in excess of the ceiling.
4. ASPET Council has the authority to permit exemptions to the above on a case-by-case basis (e.g., the dollar amount may be changed, depending on the number of applicants and availability of funds in a given year).
5. Approval notification typically occurs within 7 days and award funding within 30 days after the ASPET PSC decision.
6. PSC members who have a Conflict of Interest with the proposal will recuse themselves from the review.

### **Post-Meeting**

1. Within 60 days following the Chapter meeting, the organizing committee is responsible for sending the following to the PSC:
  - a. Copy of the final program of the meeting
  - b. Itemized accounting of how the ASPET funds were spent
  - c. Summary of the audience evaluations (if available)
  - d. Breakdown of attendees (students, postdocs, other)
  - e. Summary article of event with high resolution pictures for inclusion in *The Pharmacologist*. Please see above for submission deadlines.



**ASPET CHAPTER MEETING FUNDING REQUEST FORM**

**Chapter Name:** \_\_\_\_\_

**Title of Meeting:** \_\_\_\_\_

**Proposed Meeting Location:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

**Contact Person/Requesting Individual:** \_\_\_\_\_

**Role of Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Amount Requested: \$** \_\_\_\_\_

**Signatures and Dates:**

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<b>Contact Person/Requesting Individual</b>	<b>Date</b>
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ASPET Office Use Only:

**Partnership Committee Action:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Meeting Summary**

1. Is this the Chapter's annual meeting?  Yes  No
2. **ATTACH** a preliminary program with dates, times, names of all proposed speakers, institutional affiliation, and titles of talks.

**Attendance**

1. Who is the audience for this meeting? (Check all that apply)
- Undergraduate Students
  - Graduate Students
  - Postdoctoral Fellows
  - Mid-career/Senior-level Scientists
  - Academic Researchers
  - Industry Researchers
  - Government Researchers
  - Clinicians
  - Other, please specify \_\_\_\_\_
2. What is the relative percentage of students that historically attend this meeting? \_\_\_\_\_

**Awards**

1. Will there be travel awards for students?  Yes  No
- For postdocs?  Yes  No
2. Will there be poster/oral presentation awards for students?  Yes  No
- For postdocs?  Yes  No

Describe criteria for awards and the selection process for competitors:

**Funding Summary**

1. **ATTACH** a preliminary budget for the entire meeting.
2. If available, attach a copy of the final financial results vs budget for the previous year's meeting.
3. What are the registration rates for each category?

Faculty/industry: \$ \_\_\_\_\_  
Postdoctoral: \$ \_\_\_\_\_  
Graduate Student: \$ \_\_\_\_\_  
Undergraduate Student: \$ \_\_\_\_\_

4. Will ASPET members be given a discount on registration?  Yes  No

If yes to question 4, what is the discount? \_\_\_\_\_

5. Specifically how will ASPET's funds be used? (Please check criteria of what ASPET funds may be used for)

6. Has funding been requested from other sources?  Yes  No

If yes, identify sources and amount requested:

6. Has funding been obtained from other sources?  Yes  No

If yes, identify sources and amount obtained:

**Funding Acknowledgement**

1. How will ASPET be recognized for the funding contribution? (e.g. logo on website, program book, slides, signage, logo on badges, ASPET handouts at registration, etc.)

2. What will be done to encourage ASPET membership and promote ASPET activities? (e.g. discount for ASPET members, inclusion of brochures in registration packets, distribution of flyers, welcome/introduction speaking opportunity for ASPET representative, etc.)

**Print completed form and email to: [membership@aspnet.org](mailto:membership@aspnet.org)**



## CHAPTER MEETING REGISTRATION & WEBSITE REQUEST FORM

Chapter Name: \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Meeting Location: \_\_\_\_\_

Meeting Date(s): \_\_\_\_\_

Meeting Start Time(s): \_\_\_\_\_

\_\_\_\_\_

Meeting End Time(s): \_\_\_\_\_

\_\_\_\_\_

Event Contact Name: \_\_\_\_\_

Event Contact Email: \_\_\_\_\_

Event Contact Phone: \_\_\_\_\_

Event Contact Address: \_\_\_\_\_

\_\_\_\_\_

**REGISTRATION INFORMATION**

Requested Registration Open Date: \_\_\_\_\_

Requested Registration Close Date: \_\_\_\_\_

Will On-site Registration be available? \_\_\_\_\_

What payment types are accepted onsite? \_\_\_\_\_

Will you be offering an early registration discount rate? \_\_\_\_\_

Requested Early Registration Close Date: \_\_\_\_\_

Maximum Number of Attendees: \_\_\_\_\_

**Registration Details:**

Registration Types:	Early Reg. Cost:	Online Reg. Cost:	Onsite Reg. Cost:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional Required Information for Website:

- Meeting Description
- Program Information
- Directions/Parking Information
- Abstract Submission information

Additional information may be required by ASPET staff to complete the website and registration set up.