Early Career Meeting Grant
Application Requirements

1. All organizers must be graduate students or postdocs AND ASCB members at the time application is submitted (institutional diversity is encouraged).

2. There must be a minimum of two co-organizers, with a maximum of four.

3. CVs for all of the co-organizers (two-page maximum/each; format of your choice).

4. A description of the meeting (700 words or less), which should include:
   - Topic and goal(s) of the meeting
   - Intended audience and institutions to be invited
   - How the meeting will benefit the local community
   - Intended date of the meeting (*meetings must be held within one year of funding approval*)
   - Please note that applications for career development meetings and activities will not be approved if the organizers institution currently promotes other career development activities for this field.

5. An outline of the meeting and sessions (500 words or less)
   - Number and duration of student/postdoc talks, faculty talks, poster sessions, breakout discussion groups, etc. (*does not need to be in final form, but should provide enough information to understand the proposed event*).
   - Address how you plan to ensure diversity among your selected speakers, paying particular attention to the representation of women and underrepresented minorities.
   - On the application form, you can also type, “see attached document” and upload the document under the document uploads section. Uploading a document is not required.

6. A proposed budget
   - Grants are limited to $1,500 per Early Career Meeting Grant (*may be funded at less*).
   - Report other funding and/or in-kind donations already received and/or pending.
   - The money may be used to cover the direct costs of the meeting.
     - Examples include non-alcoholic refreshments (e.g., coffee, snacks, lunch, etc.), facility rental, speaker travel, printing costs associated with the meeting, etc. We encourage organizers to invite speakers from the local area. However, funds can cover travel for one speaker outside of the local area (economy air fare plus two nights’ hotel), if the travel costs are low.
   - Grant money cannot be used on any of the following:
     1. Alcohol
     2. Facility maintenance
     3. Speaker fees/honoraria
     4. Indirect costs
        - Examples include, but are not limited to, executive oversight, accounting, grants management, legal expenses, utilities, facility maintenance.

http://www.ascb.org/earlycareermeetinggrants/
• A larger budget that is suitably justified may be awarded more in exceptional cases, depending on the availability of funds. If additional funds are needed, please provide additional explanation why it is needed.

• On the application form, you can also type, “see attached document” and upload the document under the document uploads section. Uploading a document is not required.

7. How you plan to acknowledge ASCB funding for your meeting.
Early Career Meeting Grant
Helpful Hints

Early Career Meeting Grants are awarded to select ASCB graduate student and postdoc members looking to organize a small meeting that benefits their local cell biology community. The goal is to locally promote scientific education, collaboration, communication, and advancement.

Topics can range from basic science to career development (if a need is defined), as long as there is clear relevance to the broadly defined field of cell biology.

What’s included?
- ASCB funding up to $1,500
- Advertising for the meeting on the ASCB website and in the newsletter
- Code for 50% off ASCB membership for your attendees
- Emails sent from ASCB to targeted audience (if requested, maximum of two; email body/content provided by you, edited by ASCB)
- A pdf flyer (if requested)
- A registration page (if requested)

Successful Applications Include:
- Opportunities for students and postdocs to present
- New applicants/organizers (particularly for repeat meetings)
- Innovative programming that aligns with ASCB’s mission and scientific focus
- Institutional diversity of organizers, if in a research-dense area (e.g., San Francisco, Boston)
- Maximal diversity among speakers in gender and race
- Geographical need
- Detailed budget that reports funding and/or in-kind donations already received and/or pending

Note: Those who have previously been granted an Early Career Meeting Grant (formerly ASCB Local Meetings) in the past are welcome to apply again. However, we encourage applications for repeat meetings to have new organizers and originality. Due to the popularity of this initiative, ASCB may only be able to support repeat meeting grant applications if funds allow and may provide less funding.

Applications will not be accepted if:
- Organizers are not current ASCB members
- Organizers are not graduate students or postdocs
- A need for the meeting is not defined

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Early Career Meeting Grant
Organizer Requirements

*For Reference ONLY. Only applies if your grant is approved for funding.*

1. Meetings must be held within the calendar year they are approved.
2. Acknowledge the ASCB on your website and all marketing materials (flyers, emails, etc.).
3. Provide the ASCB with a link to your meeting website and registration page.
4. Send an evaluation form (provided by ASCB) to the meeting attendees and provide feedback to the ASCB.
5. Encourage meeting attendees to join the ASCB. You will be provided with a membership materials (50% membership discount promo-code offered to meeting attendees, for first-time members ONLY).
6. Provide the ASCB with a list of registered attendees, including email addresses within one week following the meeting.
7. Provide itemized receipts of eligible expenses up to the amount awarded within 30 days of the conclusion of the meeting (see ineligible costs, under Application Requirements).
8. Write a brief, 120-word newsletter article (optional, but encouraged) with highlights of the meeting and provide photos (if available). Please send this within 30 days of the conclusion of the meeting if you plan to submit an article for the ASCB Newsletter.

Please contact Heather Kyler, Meeting Manager (hkyler@ascb.org) with any questions or comments.