

Application for funding for a meeting (narrative)

Goals: encourage meetings that

- are highly accessible and diverse (low cost, attendees at all career stages and professional tracks, underrepresented groups).
- serve division of biological chemistry (DBC) members (members constitute a significant fraction of attendees), the topic is central to our division (rather than peripherally biochemical).

Criteria:

Requests will only be accepted from a conference chair, who must be a DBC member (chair of the symposium, if funding is sought for a symposium).

Requests will only be considered from non-profit entities.

Funding:

Allocations will be made twice a year (see dates on the web page). Each time, we will award as many grants as our funds allow, working from the highest-rated applicants down. Meetings selected for funding will receive a fixed amount based on whether they are 'very short' (symposium or session within a larger structure, \$250), 'short' (1 - 2 days, \$750) or 'long' ≥ 3 days (\$1500).

Instructions:

Please send your application as a narrative in pdf format + one Excel document, to the DBC treasurer, Prof. Christine Chow: cchow@wayne.edu. Each narrative must provide the name of the event and a short description of its content, organization and structure. Provide the dates and site, the number of half-day sessions and either (1) a list of the speakers if these have been finalized or (2) a list of the speakers from the most recent previous instance of the event¹, along with full contact information for the meeting chair. Also complete the rating spreadsheet (Excel) provided on the DBC webpage and return it as part of your application.

Components of the Rating:

Meetings will receive points based on the following characteristics. Please provide your information in the rating spreadsheet that accompanies this document on the DBC web site.

- A. Topic of the meeting (to indicate whether it is genuinely best described as biological chemistry).
- B. Attendance size and composition (based on data from the most recent, previous meeting or event, if available).
 - a) Number that attended the most recent instance (we are looking for > 100 people, *i.e.*, not a boutique meeting)
 - b) % of attendees that were faculty at the most recent instance (we are looking for $< 50\%$ faculty, *i.e.*, not expensive/exclusive.)
- C. Percent membership in the DBC.
 - a) This can be calculated based on the speakers (most recent instance OR upcoming instance if speakers are finalized) or based on the full attendance of the most recent instance.
 - b) Accountability:
Provide speaker list with ACS membership #s of all speakers who are DBC members, or the same for attendees, depending on the method chosen to calculate DBC participation.¹
- D. Diversity & Inclusion:
% of speakers identified as belonging to underrepresented groups in STEM² This can be based on speakers for the upcoming instance if the speaker list has been finalized, or based on the most recent instance of the event.

¹ This information can be provided in an appendix, which will also satisfy the spreadsheet request for speaker information if ACS membership numbers are included on it. If attendees are used as the mechanism for

demonstrating DBC membership participation (requested in the spreadsheet), then include speaker information in the narrative of the application (the pdf).

² This designation applies to women, LGBTQ+ persons and underrepresented minorities (Black, Hispanic, or Native American, Alaska Native, or Native Hawaiian). Sources of information as to speaker diversity might include previous symposia dedicated to different communities and the Michigan diversity list that aggregates self-reported information <https://diversifychemistry.com> .