



## GUIDELINES FOR FUNDING NON-SDB MEETINGS

The Society for Developmental Biology will contribute to the funding of member-organized conferences which are not official SDB meetings, based on a competitive review of applications. This grant program is supported by the Society and by proceedings from *Developmental Biology*, SDB's official journal.

### Guidelines for application:

1. The topic of the meeting should be central to developmental biology and the SDB mission (see below).
2. The submitting applicant must be one of the meeting organizers and an SDB member in good standing.
3. The meeting should be organized so that graduate students and postdoctoral fellows have plenty opportunities to present their work; e.g., as posters and/or short talks chosen from abstracts.
4. The meeting should include invited speakers of both genders and minorities, whenever possible, and provide an opportunity for junior faculty to give talks.
5. If funding is provided, the organizers will acknowledge this support in all meeting publications (printed and electronic), on websites, and at suitable occasions and sites during the meeting. The organizers will also agree to distribute SDB membership information (to be provided by SDB office) and encourage meeting participants to join SDB.
6. The organizers are requested to ask their attendees to help support *Developmental Biology*, the official journal of the Society. Please encourage submission of original manuscripts as well as timely review articles for editorial consideration, particularly on exciting new findings and stimulating topics reflecting the interests of the conference.
7. The amount provided will be based on budget justification and the number of SDB members in attendance, with a standard maximum of \$4,000. Funding requests in excess of \$4,000 require that organizers include rationale(s) that this meeting will attract a large number of SDB members, and provide a list of registrants to SDB office at the time of the meeting for assessment of the number of SDB members in attendance. As a guide for organizers, participation by SDB members in excess of 40 individuals or in excess of 20% of total meeting attendance (if attendance is more than 200 people), qualifies for requests larger than \$4,000.
8. After the meeting, the organizers will send a summary of the meeting, including how the SDB funds were spent, together with a copy of the final program and list of participants. Consideration of future requests from the same meeting will depend on receipt of previous meeting reports.

### Proposal:

A proposal for funding should be submitted by the organizer(s) to the SDB by December 1, 2013 or May 31, 2014 for 2014 conferences, and at least two months prior to the meeting dates. Before submitting the proposal, please ask your regional SDB representative (or another SDB Board member) to read through it for completeness. The proposal **MUST** include the following:

1. Name, position, affiliation and contact information of organizer(s). The organizer applicant and speakers who are SDB members should be identified.
2. Title, date and site of the meeting.
3. A short statement of the purpose and justification for the meeting. General developmental biology meetings are expected to have a diverse selection of subjects and organisms. More specialized meetings will be rated on the novelty of the meeting topic, or approach to the topic. Purely local meetings (involving only one or a few neighboring institutions) will need a particularly strong justification.

4. A preliminary program. It should include the names, seniority and affiliations of all invited speakers (note those speakers who are confirmed), titles of sessions, an indication of whether talks will be chosen from abstracts in each session, and information about poster sessions and keynote lectures. It should indicate the number of slots reserved for trainees and junior faculty (can be invited speakers or speakers chosen from submitted abstracts). Invited speakers' talk titles or areas of expertise should be included in the preliminary program to show themes and organisms covered in the meeting.
5. Explanation of the policy used to select the speakers. In order to receive funding, at least 25% of the speaker slots must be reserved for young scientists (graduate students, postdoctoral fellows, or those within the first five years of a permanent/tenure track position), and at least one-third of the speaker slots must be filled by women (please identify). Whenever possible minority speakers should be invited and identified in the proposal.
6. Justification for the amount requested from SDB in the context of the total meeting budget. SDB funds should be used to provide assistance to junior participants (students, postdoctoral fellows and junior faculty) who are SDB members and to help defray meeting expenses to keep registration fees lower for trainees. SDB funds may not be used for travel/meeting expenses of established investigators.
7. A list of other funding agencies with respective amounts requested for this meeting, indicating respective status. Please note that priority will be given to conferences that do not receive large sums from other agencies. Please inform SDB immediately of funding status changes for pending requests to other agencies.
8. Requests in excess of \$4,000 must include in the proposal a statement regarding how many SDB members are expected to attend the meeting, e.g., based on attendance at a previous version of the meeting if it is a regular event. Immediately following the meeting, a list of registrants must be sent to the SDB office, for SDB membership verification.
9. Information on how the organizers will help promote SDB membership to meeting participants.
10. Name of the SDB Board member who reviewed the application for accuracy before submission.

#### **Review Process:**

Two or three Board members will review each proposal for scientific soundness, thematic and budgetary appropriateness, using the criteria outlined below. Their recommendations will be discussed and voted on at the Board meetings (January 2014 and July 2014) for funding decision. If necessary, changes or additional information may be requested before final decisions are made.

#### ***Non-SDB meeting proposal evaluation criteria:***

- a) Is the meeting theme appropriate and fitting to SDB's mission and is it scientifically interesting?
- b) Are there plenty of opportunities (poster sessions, short talks, etc) for presentations by junior scientists?
- c) Does the list of invited speakers have appropriate balance: senior vs. junior, gender, minority, organismal diversity (plants, invertebrates and vertebrates) where applicable?
- d) Are the criteria for speaker selection reasonable?
- e) Are requested funds (or portion of) designated to support junior scientists' attendance at the meeting? Are selection criteria for funding of these scientists appropriate?

**All proposals must be sent as an email attachment in PDF to: [ichow@sdbonline.org](mailto:ichow@sdbonline.org), with "nSDB meeting" as subject title. **Deadlines** for receipt of proposals: **December 1, 2013 and May 31, 2014.****

**SDB's Mission Statement:** The purpose of the Society for Developmental Biology is to further the study of development in all organisms and at all levels, to represent and promote communication among students of development, and to promote the field of developmental biology.

**INCOMPLETE AND LATE PROPOSALS WILL BE RETURNED WITHOUT REVIEW**