



INTERNAL EVENT FUNDING: GUIDELINES

The Infectious Diseases Institute (IDI) has allocated funding for sponsorship of events led by IDI members. Sponsorship comes in two forms: financial (typically range from \$500-\$2000) or in-kind. Examples of activities supported might include seminars, workshops, ideation sessions and other meetings that advance the goals of the IDI.

EVALUATION: All requests will be evaluated based on the following criteria:

1. Scope and Impact: Sponsorship cannot support individual research projects. (Information regarding the IDI Interdisciplinary Seed Grant Program can be found on the IDI website.) Priorities for sponsorship include activities that: (a) are interdisciplinary (*defined as a minimum of 2 disciplines and representing 2 or more colleges*), (b) support student or trainee development, (c) advance an infectious diseases or microbiology area of study, and/or (d) increase awareness of IDI and Ohio State's infectious diseases and microbiology community. Applications should specify impact to relevant thematic programs (A-F) or crosscutting areas (G-I):

- A. Antimicrobial Resistance
- B. Ecology, Epidemiology & Population Health
- C. Host Defense and Microbial Biology
- D. Microbial Communities
- E. Prevention, Detection & Therapies
- F. Viruses & Emerging Pathogens
- G. Data Analytics, Modeling & Networks
- H. Education & Outreach
- I. International Studies

3. Level and Availability of Funding. All sponsorship requests:

- Must not present a conflict of interest.
- May not include activities that support political parties, political organizations, or participation in any political campaign (whether on behalf of or in opposition to a candidate for public office).

The typical sponsorship level range is \$500-\$2000.

Sponsorship may be limited/denied if the applicant has received funding from IDI within the past 18 months.

Applications will be accepted at any time. Requests will be evaluated and funding decisions made by the IDI Executive Committee. The IDI Executive Committee reserves the right to share requests with other parties, as needed, to assist with the decision-making process. Funding decisions will be made within 30 days of receipt of the request. Applicants will be informed of the decision via email.

PARTNERSHIP EXPECTATIONS: If a request for sponsorship is approved, it is expected that:

- IDI will be formally recognized as a sponsor on all event emails, print/digital materials, and the event website and include the following statement: "*This event made possible in partnership with the Infectious Diseases Institute.*"
- Those sponsored will provide content and photos of the event for marketing purposes.
- Post event statistics on attendees and outcomes will be compiled and sent to IDI.



May 2020

INTERNAL EVENT FUNDING: APPLICATION

IDI has allocated funding to support Ohio State colleges, departments, centers, student organizations, and service units for activities that align with its mission and goals. Sponsorship comes in two forms: financial or in-kind.

Applicants should carefully review the Sponsorship Guidelines prior to completing this form.

Name of Event or Activities:

Date(s):

Participating Departments/Units:

Sponsorship Requested:

In Kind

Financial (insert amount):

Total Budget:

Website or announcement location:

Detailed Description of Event or Activity:

Expected Number of Participants:

Expected Audience/Institutions (check all that apply):

Internal (within Ohio State):	Faculty	Postdocs	Students	Staff
Local (within Central Ohio):	K-12	Business	Nonprofits	Higher Ed/Other
Regional (within Ohio):	K-12	Business	Nonprofits	Higher Ed/Other
National:	K-12	Business	Nonprofits	Higher Ed/Other
International:	K-12	Business	Nonprofits	Higher Ed/Other
Other:				



THE OHIO STATE UNIVERSITY

INFECTIOUS DISEASES INSTITUTE

May 2020

How will the event or activity support the IDI mission in teaching and learning, research and innovation, and/or outreach and engagement?

Briefly describe the disciplines represented in the scope of the event or activity, and how this qualifies as interdisciplinary.

What are the expected outcomes of the event or activity?



May 2020

Have you or your unit received any funding from IDI in the past 18 months?

Yes (please list)
Recent funding:

No

Name of Applicant:	
Email:	Phone Number:

By signing below, I acknowledge that this request does not present a conflict of interest for me, IDI or the university.

Signature:

Date:

Include links to or copies of existing materials and website (if applicable).

Submit this application and all materials to IDI@osu.edu

This section is for administrative use only.

I have considered IDI Executive Committee feedback regarding this application. I authorize this request to be funded.

Michael Oglesbee

Date