

**Department of Microbial Infection and Immunity (MI&I)**  
**Policy: Trainee Memberships to Professional Organizations**

Based on the availability of funds in any given year, the Department of MI&I will provide financial support for Department Trainees to purchase an annual membership to a professional organization.

Criteria and considerations:

- Eligible Trainee Position Titles: Post Doctoral Scholar, Post Doctoral Fellow, Graduate Associate, or Graduate Fellow.
- The PI of the Trainee must be a regular faculty member with a primary appointment of greater than 50% in the Department of MI&I.
- MI&I will cover up to \$100 for one membership subscription per calendar year per trainee. If the membership cost is above \$100, the additional expense can be cost-shared by a University funding source of the Trainee's PI.
- The mission of the selected professional organization must be related to an active research program in the Department.
- Multiple-year or auto-renew membership subscriptions are not eligible for this program.
- PIs must provide approval of the Trainee's request and choice of organization.

*Policy established 02/19/2019*

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**Request for Membership Payment**

Trainee Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Membership Cost: \_\_\_\_\_

*If cost is more than \$100, provide PI funding source to cost-share the balance of the expense:*

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PI Name: \_\_\_\_\_

PI Approval: \_\_\_\_\_  
Signature\* Date

*\*PI signature must be by hand or an authorized digital signature (e.g. Adobe or DocuSign)*

**1. Attach documentation of membership details and cost (e.g. email invitation, screen print of website).**

**2. Submit form & attachment(s) to Bonnie Cooper (bonnie.cooper@osumc.edu)**

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Office Use      PCARD Use Pre-Approval \_\_\_\_\_      Excel