

ASA COVID FUND Funding Guidelines

These guidelines and example expense items have been developed in consultation with the ASA ECR Chapter Steering Committee.

General guidelines:

- Individuals may request COVID-19 relief to a total sum of \$1500 over the full life of the program
- The application needs to demonstrate financial hardship. This can be in the form of a simple explanation of how COVID has affected your research financially
- Evidence of costs should be included in the application (e.g., copies of bills, photos of receipts)
- Funding should be sought from an individual's institution prior to application for ASA funds. Sufficient evidence includes mail correspondence from the university, or a written explanation of what is available during COVID from your institution)
- Funds must be directly related to interruptions to research, or unusual costs caused by COVID-19
- Funds are available to ASA members.

Elements that are required as part of the application:

- Written justification of financial hardship due to COVID
- Receipts/invoices/quotes
- Evidence that funding is not available through your host institution

Example expense items (non-exhaustive list)

- External hard drive if required to work from home
- Internet service upgrade for a period of 3 months, if required to work from home
- ASA membership fee reimbursement for one year (only eligible once)
- Online conference fees
- External keyboard and mouse, if working from a laptop/tablet at home
- Home electricity invoice paid (up to 3 months) if required to work from home
- Child care costs while attending online conferences and key meetings (in event that typical childcare arrangements have been disrupted by COVID-19)

Example items **not** covered by the fund

- Contract extensions
- HDR stipend extensions
- Rent/mortgage payments
- Visa fees