



Association for Laboratory Automation

## ALA Support Request Program

### Application Form

Founded in 1996, ALA is a worldwide organization providing leadership and educational benefits on the utilization of automation technologies, robotics, and artificial intelligence in order to improve the quality, efficiency, and relevance of laboratory analysis within and across multiple industries. ALA exists to advance the science and education of laboratory automation by encouraging the study and improving the practice of automation in the laboratory. ALA is a 501c3 scientific organization.

ALA's core business is to support the relating community at large through the creation and successful implementation of sustainable educational and informational services and products that provide for excellence and ongoing development regarding the quality, efficiency, and relevance of automation strategies and technologies involving research and discovery in the laboratory across multiple disciplines and industries. ALA's lines of business are inclusive of, in the broadest terms, education and information resources and management. ALA's target niche is individual and corporate members and prospective members comprising three categories: academic/government; technology user; and technology provider.

**In support of its purpose, mission, and core values as defined in the 2008-2010 Strategic Plan, ALA is prepared to objectively consider financial and/or in-kind support for educational initiatives, events and/or special projects that appropriately complement ALA's mission and goals.**

**Please complete this form and review the "Exclusion, Disclaimer, Liability and Indemnification Clauses" at the end of this document. Fax: Attention ALA Executive Director, Greg Dummer – +1.630.578.0172**

Your Organization's Name: \_\_\_\_\_

Is Your Organization a Non-Profit: [ ]

Is Your Organization For-Profit: [ ]

[ ] 501 c3

[ ] 501 c6

[ ] Other: \_\_\_\_\_

Name (Lead Contact Person): \_\_\_\_\_

Address: \_\_\_\_\_

Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Financial Support Request<sup>1</sup>

Check one box:

[ ] \$500

[ ] \$1,000

[ ] \$ \_\_\_\_\_

#### In-Kind Support Request<sup>2</sup>

[ ] Marketing/Publicity

[ ] Other: \_\_\_\_\_

\_\_\_\_\_

# ALA Support Request Application

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**Educational Initiative, Event or Project Title:** \_\_\_\_\_

### Explanation of Project

Using non-technical terms, identify the major objectives (i.e. added ALA member and industry value, education, revenue generation) of the proposed project and the results expected:

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### Major Project Components

### Budget

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This is a one-year project [ ], two-year project [ ], more \_\_\_\_\_

### How will the value of this project be assessed?

*Example: This project will be evaluated via a satisfaction survey upon its completion. Or; the success of this project will be determined two-fold: through a survey and whether or not it meets revenue goals.*

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### What is the return on this investment (ROI)?

*Examples: This project is intended to breakeven. Or, informal research indicates this project will net 25 percent. Or; this is an expense item not intended to generate revenue.*

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**How does this project relate to the [ALA Strategic Plan](#) [link], and how will it be of value to the overall ALA organization and its members?**

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**Please list all other participating organization(s) and contact information:**

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Project Launch Date: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

Request Submission Date: \_\_\_\_\_

Request Approval Date: \_\_\_\_\_

Final Project Evaluation Report Due Date: \_\_\_\_\_

ALA Executive Director Approval<sup>1</sup>: \_\_\_\_\_

Date: \_\_\_\_\_

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**I have fully read and understand the ALA Support Request Program, Application Form and Disclaimer information, and hereby acknowledge and agree with the parameters of this application request:**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FAX: Attention Greg Dummer, ALA Executive Director – +1.630.578.0172; Questions – +1.888.733.1ALA**

<sup>1</sup> All approved and/or declined grants will be reported to the Board of Directors on a monthly basis. Any requests over \$1,000 and/or special requests will be reviewed and approved/declined by the Board of Directors at the earliest possible convenience.

# **ALA Support Request Application**

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### **Exclusion, Disclaimer, Liability and Indemnification Clause**

The ALA Support Request Program ("program") is in accordance with the policies, bylaws and regulations of the Association for Laboratory Automation (ALA). ALA policies govern on all provisions.

1. **ELIGIBILITY:** Subject to additional restrictions below, this program is open to all relevant organizations to which this initiative is available via the ALA Web site and other ALA communications vehicles. The following list of individuals is not eligible to participate in this program: ALA Board of Directors, officers, contractors, employees, family members, and/or those considered to be "insiders." Applicants affiliated with anyone on the Board of Directors are permitted to participate, but the Board member must recuse him or herself from evaluating that particular application. All federal, state, and local laws and regulations apply. Void where prohibited by law.
2. **HOW TO APPLY:** Funding and/or in-kind requests are through established electronic association submission mechanisms on the ALA Web site and comprise the appropriate program application form. ALA reserves the right to disqualify illegitimate and/or bogus applications. Only one application is permitted annually per individual, institution and/or entity. This program is annual in accordance with the Board-approved fiscal-year budget. Funding and in-kind support is limited pursuant to the Board-approved fiscal-year budget on a first-come, first-served basis.
3. **SELECTION & NOTIFICATION:**
  - Each application will be evaluated by the Board of Directors based on the merit of the initiative and correlation to ALA's mission – which must relate to ALA's exempt purpose of advancing the science and education of technologies in the laboratory. Applications will be reviewed and awarded by the Board of Directors on a first-come, first-served basis in accordance with budget parameters.
  - Once an application is approved by the Board of Directors, the applicant must sign the ALA Letter of Intent recognizing sole responsibility for the support and releasing ALA of liability, taxes, applicant employer/institutional policies, and any other obligations.
  - In recognition of the varying employer/institutional policies governing employee acceptance of support, those employer/institutional policies will be recognized and honored by ALA to the extent they are not inconsistent with and do not conflict with ALA policy and/or GAAP. However, ALA will not be responsible or liable for said policies. Applicants have the option to decline the support.
  - The funding and/or in-kind support is not to be considered an obligation of ALA.
  - The applicant will be notified by phone, email, or mail. If any notification is returned as undeliverable, that applicant will forfeit the support.
  - Submission of the application form for program support constitutes permission to use applicant's name, support award, hometown, likeness and statement and other personally identifiable information for online posting and promotional, advertising and marketing purposes without further compensation or notice, except where prohibited by law. All taxes related to the value of the support are the responsibility of the applicant.
  - Funding and in-kind support are non-assignable and nontransferable. No substitutions allowed by the applicant. The applicant is solely responsible for reporting and payment of any taxes on the support.

4. **GENERAL:** In no event shall program support be awarded more than once within a 12-month period to the same individual, institution or entity. ALA is not responsible for late, lost, stolen, damaged, garbled, incomplete, misaddressed, or misdirected applications or communications; for errors, omissions, interruptions, deletions, defects, or delays in operations or transmission of information, in each case whether arising by way of technical or other failures or malfunctions of computer hardware, software, communications devices, or transmission lines or data corruption, theft, destruction, unauthorized access to or alteration of entry materials, loss or otherwise. ALA disclaims any liability for damage to any computer system resulting from participation in, or accessing or downloading information in connection with this program, and reserves the right, at its sole discretion, to modify, cancel, terminate or suspend this program should any virus, bug, technical failures, unauthorized human intervention or other causes beyond ALA's control corrupt or affect the administration, security, fairness or proper conduct of this program. In the event of such cancellation, termination or suspension, a notice will be posted. ALA reserves the right, at its sole discretion, to disqualify any submission if an applicant's fraud or misconduct affects the integrity of the program.

In recognition of support, ALA requires appropriate sponsor status with your initiative, event or project using the ALA corporate logo. Official use and placement of the ALA logo is to be pre-approved by the ALA Executive Director.

5. **EXPULSION: ANY ATTEMPT BY AN APPLICANT TO DELIBERATELY DAMAGE OR UNDERMINE THE LEGITIMATE OPERATION OF THIS PROGRAM WILL RESULT IN THE EXPLUSION OF THE APPLICANT. SHOULD SUCH AN ATTEMPT BE MADE, ALA RESERVES THE RIGHT TO SEEK DAMAGES FROM ANY SUCH APPLICANT TO THE FULLEST EXTENT PERMITTED BY LAW. ANY APPLICANT DEEMED ILLEGITIMATE AND/OR BOGUS BY ALA WILL RESULT IN THE EXPULSION OF THE APPLICANT.**
6. **LIABILITY:** You agree to defend, indemnify and hold harmless ALA, its directors, officers, and employees from and against all claims, actions or causes of action, liabilities, and costs arising from the defense of any claim, action, cause of action or liabilities in connection with your initiative, event or project you use the ALA program funding or in-kind support for.
7. **INDEMNIFICATION:** Under no circumstances shall ALA or its directors, officers, employees, or agents be liable for any direct or indirect losses or damages arising out of or in connection with this program, and/or the event, initiative, or project you are using the ALA program funding or in-kind support for. You hereby waive any and all claims, demands, actions, or causes of action of any kind you may have directly or indirectly against ALA or its directors, officers, employees, agents and other representatives resulting from, arising out of, or in any way related to your access to, use of, or participation in this program and/or the event, initiative, or project you are using the ALA program funding or in-kind support for. Your participation in this program warrants that an agreement was entered into in the state of Illinois, and shall be governed by the substantive laws of the state of Illinois. You have read this disclaimer and understand all of its terms and conditions. As a condition of participation in this program you agree to the terms and conditions outlined above.
8. **NON-DISCRIMINATION STATEMENT:** Discrimination based on race, religion, gender, age, national origin, ethnicity, veterans status, or disability in regard to this program is prohibited. Each applicant shall be evaluated based on the merit of the initiative and ALA's mission which must relate to ALA's exempt purpose of advancing the science and education of technologies in the laboratory.

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<sup>1</sup> **Financial Support Requests:** ALA is limited to awarding financial support pursuant to the policies and guidelines outlined herein. Awards are based on merit and correlation to ALA's mission and exempt purpose. Awards are available in two levels: \$1,000 and \$500; special requests and exceptions may be considered, but are not an obligation of ALA.

<sup>2</sup> **In-Kind Support Requests:** ALA is limited to awarding in-kind support pursuant to the policies and guidelines outlined herein. Awards are based on merit and correlation to ALA's mission and exempt purpose. In-kind support may take the form of promotional copy and/or advertising in existing ALA communications vehicles, partial or full use of mailing lists in print and electronic form, logo usage, promotional giveaways, and more...