

ASID Endorsement Policy and Process

Document Title	ASID Endorsement Policy and Process	
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Policy Purpose

ASID is a peak professional society for infectious diseases, microbiology and public health with broad membership including predominantly human health clinicians, and professionals working in animal health, science and research.

ASID regularly receives requests to approve, support and endorse submissions both from within its membership as well as external submissions.

The purpose of this Policy is to outline the principles and process required for ASID to approve, support and endorse submissions. This Policy is approved by the ASID Board.

This policy aims to address key elements in endorsement practices including;

- Clarifying what is meant by ASID “endorsement” (and any variations) and any implications for ongoing support, engagement, and reporting
- Appropriately directing requests to committees/subcommittees and providing central coordination
- Clarifying authority and delegations to committees/subcommittees/individuals within ASID to provide endorsement on behalf of ASID
- Promoting transparency in decision making, encouraging opportunities for ASID endorsement and avoiding conflicts of interest in decisions

Principles

- The secretariat will coordinate all requests for endorsement and must keep records of submissions, decisions, communication and outcomes of ASID endorsed items.
- The primary review of requests for endorsement will be conducted by the Endorsement Working Group or via ASID Committees, Special Interest Groups and individuals as requested by the Endorsement Working Group. The purpose and duration of endorsement or support should be recommended.

- Once an endorsement recommendation is reached, the ASID secretariat will be notified for the ASID CEO or delegate to make a final decision on endorsement.
- A letter of support will be provided and signed by ASID's CEO when requested. The purpose and duration of endorsement or support should be indicated.
- Applications requesting financial support or other commitment of resources (including in kind support) will require a sufficiently detailed proposal for initial review by the Endorsement Working Group followed by a recommendation of the CEO to the Board for consideration.
- Financial approval will be provided by the CEO and/or Board in accordance with ASID's budget and Financial Delegations Authority Policy.

Definitions

ASID Endorsement or **ASID Endorsed** can be applied to submissions that meet the objectives of the society, complement other ASID activities, meet an acceptable standard for decisions making and comply with this policy. No financial or resources support, beyond the endorsement process, are

The terms "approved" or "accepted" may have been requested or used for this category previously, but for consistency ASID will use the terms Endorsement or Endorsed.

ASID Support or **ASID Supported** can be applied to submissions where ASID makes a financial or resource contribution (that may be in kind) and that otherwise meet the objectives of the society, complement other ASID activities, meet an acceptable standard for decisions making and comply with this policy.

ASID Endorsements Working Group will include Chair of ASID Clinical Research Network plus at least three other individuals nominated by Chairs for each network/committee or special interest group. The CEO will be ex-officio member of the group.

Scope

Submissions eligible for **ASID Endorsement** or **Support** include:

- Clinical guidelines , resources, or websites
- Books, published reports , or electronic publications
- Research grant proposals
- Research trials, studies, projects
- Non-ASID Events or Activities
- Any other project which the CEO or delegate determines can be assessed under this policy

Submissions of the following nature are *ineligible* for consideration within this policy and would need to be considered separately by the Board:

- Commercial products
- Sponsorship requests

Evaluation Criteria

A submission may be recommended for **Endorsement** if it satisfies the following criteria:

- Aligns with ASID's mission and strategy;
- Complements other ASID activities: submissions with potential or actual conflict with other ASID activities to be escalated to CEO and Board decision. This would not apply grant submissions which by their nature might be competing with other grants also with ASID Endorsement or Support;
- Meets a high standard for any document that might reflect on ASID's reputation, standing or standards;
- Meets an acceptable standard for clear decision-making; and
- Satisfies the Endorsement Policy and Process principles.

A submission may be recommended for **Support** if it satisfies the following criteria:

- Aligns with ASID's mission and strategy;
- Provides a compelling justification for use of ASID resources whether they are personnel, financial, promotional or other cash or in-kind support;
- Complements other ASID activities: submissions with potential or actual conflict with other ASID activities to be escalated to CEO and Board decision. This would not apply grant submissions which by their nature might be competing with other grants also with ASID Endorsement or Support;
- Meets a high standard for any document that might reflect on ASID's reputation, standing or standards;
- Meets an acceptable standard for clear decision-making; and
- Satisfies the Endorsement Policy and Process principles.

Process for ASID Endorsement and Approval

A standardised process will be used to evaluate resources seeking ASID approval against the criteria articulated in this Policy. Committees or Special Interest Groups of ASID are not able to provide final decision endorsement or support on behalf of ASID outside of this policy. ASID CEO will provide final decision (and any letters of support) following the review and recommendation by the Endorsement Working Group or other delegates.

1. All requests for endorsement should be directed to the ASID Secretariat at Submissions@asid.net.au
2. Submissions must be provided with a minimum of four weeks' notice to enable review process and provision of a supporting letter, where required. Submissions submitted with less time may not be able to be reviewed without placed undo pressure on ASID's review process which is relies on many volunteers.
3. Submissions must include all relevant information to support the review process and if need an example of a draft letter of support at the time of application.
4. The requests are initially screened by the secretariat and forwarded to the ASID Endorsements Working Group or other delegates.
5. Applications requesting financial support will require a sufficiently detailed proposal and initial review by the Endorsement Working Group before consideration by the CEO for recommendation to the CEO and Board for decision. Resource approval (including in kind support) will be provided by the CEO and/or Board in accordance with ASID's budget and Financial Delegations Authority Policy.
6. The secretariat will record recommendation or decision-makers for each submission.
7. All individuals participating in reviews (either as individual reviewers or at a committee or SIG meeting) should be clearly identified and must declare any known conflict of interests (refer to Appendix 3 - for completion by reviewers)
8. The ASID secretariat will note ASID Endorsed or ASID Supported content via an internal register with activities reported periodically
9. If relevant and appropriate, the Endorsement Working Group may delegate to a relevant network/committee or special interest group for particular content expertise to assist in recommendations for approval. The composition of the reviewing group will be determined by the ASID Endorsements Working Group.
10. In general, group membership for reviewing submissions is shown below (with minimum reviewers shown in brackets):
 - a. **Research trials, studies or projects** – minimum one member from each relevant Special Interest Group plus one member from ASID Clinical Research Network

- b. **Clinical guidelines or resources** – should include representatives from each relevant Network/Committee or Special Interest Group
- c. **Books and published reports** - should include representatives from each relevant Network/Committee or Special Interest Group

11. Committee or Special Interest Group endorsement criteria can be varied by individual ASID bodies, but the overarching approach and framework in this Endorsement Policy and Process must be followed. For assistance, the following components are required for endorsement or support:

- a. Does the proposal involve collaboration by or with several ASID members?
- b. Does the key aim or focus of the proposal align with the interests of the ASID and its networks, committees and special interest groups?
- c. Is the proposal relevant to Infectious Diseases in Australia and New Zealand?
- d. Is the submission of an acceptably high standard for endorsement or support?
- e. Would the general ASID membership be likely to endorse and approve the submission, as well as potential outcomes of the proposal?
- f. Would the proposal or the outcomes adversely affect the ASID membership or ASID as an organisation?
- g. Submissions deemed appropriate for endorsement and/or support by the Subcommittee will be returned to the Endorsement Working Group and secretariat to facilitate formal Endorsement or Support on behalf of ASID , in accordance with this policy.

Promotion of ASID Endorsement or Support

Submissions that are Endorsed or Supported will:

- Be eligible to display the ASID logo upon request
- May request a letter from ASID to confirm their endorsement
- May use the term “ASID Endorsed” or state that they have obtained ASID Endorsement
- Be actively promoted by ASID secretariat staff at relevant ASID events, via ASID social media channels or website; and be included in ASID communications to members

Submissions that are ASID Supported will additionally be able to:

- State the nature, amount and duration of ASID support in their communications
- Request the support approved by ASID under this policy from the secretariat and/or CEO

Obligations of ASID Endorsement or Support

ASID Endorsed or **Supported** submissions must:

- Update the ASID secretariat if there are any updates to the approved document including withdrawals or new versions;
- Acknowledge ASID in presentations, publications and promotions.

ASID Supported submissions must provide a written report of outcomes.

Submitters of **ASID Endorsed** or **Supported** content should provide the following to ASID Secretariat upon request:

- Outcomes of any applications (e.g. key milestones, grant success, or impact across the infectious diseases sector);
- Promotional material about their submission for dissemination by ASID (this point will not be application to confidential grant submissions until after any public outcome is known);
- Be willing to consider presenting supported content to relevant ASID members at mutually agreed forums (e.g. webinars, meetings, events);
- Be willing to consider serving as a peer reviewer in future for other submissions to ASID.

All endorsements apply to submissions for the duration of the form or version at the time they were evaluated (ie endorsement would apply to that version of a guideline or book, or that grant submission, or that event).

Where substantial changes or new versions are made over time, ASID endorsement should be sought again for ongoing benefits and use of ASID Endorsement or Support.

APPENDIX 1: ASID Submission Assessment Tool

ASID Submission Assessment Tool

Background

ASID provides two levels of support for submitted documents:

	Active promotion by ASID staff	Acceptable submissions
ASID Endorsed <i>This mark is applied to submissions requesting approval to display the ASID logo as a mark of approval</i> <i>Submissions that are "ASID Endorsed" do not have any resourcing requests from ASID</i>	Actively promoted by ASID Secretariat: • At ASID events • On social media under official ASID accounts • Displayed on the ASID website • Included in ASID communications to members	Clinical resources Clinical guidelines Books Published reports Clinical research trials Events
ASID Supported <i>This mark is applied to submissions requesting approval to display the ASID logo as a mark of active support</i> ASID support might involve some element of resource support (cash or in-kind) <i>Submissions are "ASID Supported", following review by the Endorsement Working Group and ASID CEO.</i>	Actively promoted by ASID Secretariat: • At ASID events • On social media under official ASID accounts • Displayed on the ASID website • Included in ASID communications to members	Clinical resources Clinical guidelines Books Published reports Clinical research trials Events

APPENDIX 2: Cover sheet for Approval / Endorsement / Support requests

Cover sheet for Approval / Endorsement / Support requests

Document Title:	
Document Type:	
Corresponding person for the submission:	
Corresponding email:	

Please indicate the nature of the request:

- ☐ ASID Endorsement
- ☐ ASID Support (financial or in-kind as approved by ASID CEO)

Please indicate if any of the ASID subcommittees are relevant in assessing the request (select all that apply):

ANZMIG	Clinical Research Network
ANZPID	Trainees Committee
HICSIG	Advocacy and Policy
ICHSIG	Equity and Diversity
VACSIG	New Zealand subcommittee
VH2SIG	Other:
ZOOSIG	(Please specify)

Have you sought endorsement/support from other professional bodies?

No

Yes – *Please list the societies/organisations/bodies:*

Already approved the submission	Currently seeking approval from

Please indicate a requested date or approximate timeframe for feedback on this submission: *(Please note, ASID will attempt to accommodate requests wherever possible. However, responses may be delayed in periods of high demand.)*

Requested date	Or requested timeframe

APPENDIX 3: Reviewer conflict declarations and Assessment Criteria (to be completed by Reviewer)

Endorsement Working Group Reviewer Declarations:

Project title being reviewed:

Name of Reviewer	Is there a conflict of Interest? Yes* or No. <i>*If yes, please provide detail pertaining to the nature of the conflict.</i>	Identified alternative reviewer <i>(if an alternative reviewer is required, please complete the reviewer declarations below)</i>

Alternate Reviewer Declarations:

Alternate Reviewer Name	Is there a conflict of Interest? Yes* or No. <i>*If yes, please provide detail pertaining to the nature of the conflict.</i>	Identified alternative reviewer <i>(if an alternative reviewer is required, please complete the reviewer declarations below)</i>

Assessment Criteria

General criteria (Y/N):

Does the proposal involve collaboration by/with ASID members?	Y	N
Does the key aim or main focus of the proposal align with the interests of ASID or a SIG?	Y	N
Is the proposal relevant to Infectious Diseases in Australasia and New Zealand?	Y	N
Is the submission of an acceptably high standard for approval and/or endorsement?	Y	N

Do you believe the general ASID membership would be likely to endorse and approve the submission, as well as potential future outcomes of the proposal?	Y	N
Would the proposal or the outcomes adversely affect the ASID membership or ASID as an organisation?	Y	N

For proposals seeking financial or in-kind support only:

Would you recommend the submission for financial or in-kind support from ASID Secretariat? (Note that final determination of this will be made by the ASID CEO and/or Board, following review by the Endorsement Working Group or other delegates)	Y	N
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General comments (free text):