

ASAPbio Fellow program Handbook version 1.0 May 2020



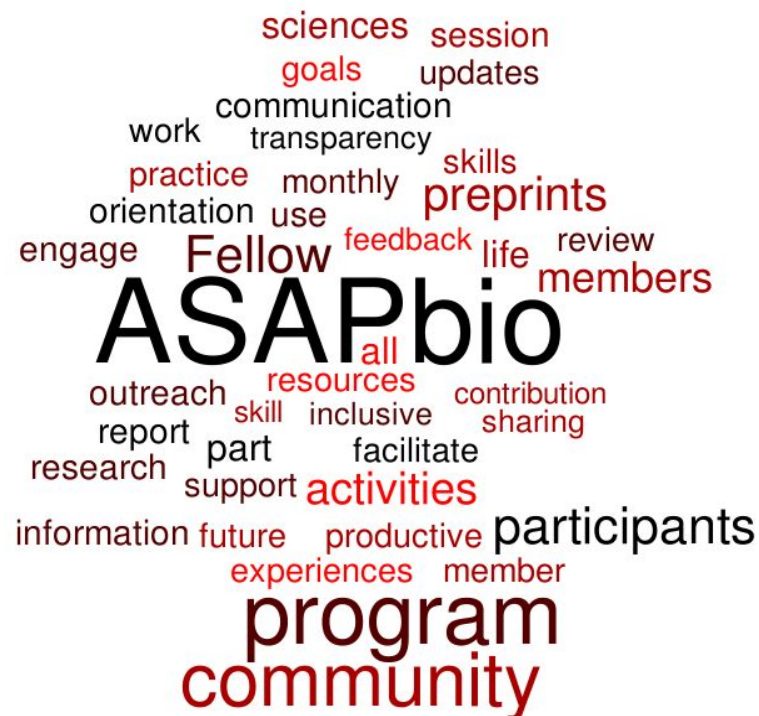
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Introduction to ASAPbio

[ASAPbio](#) (Accelerating Science and Publication in biology) is a scientist-driven nonprofit working to facilitate quick and efficient sharing of scientific work by promoting innovation and transparency in life sciences communication.



In 2016 ASAPbio convened a meeting with members of the science community to discuss ways in which preprints might facilitate the communication of biological research.

Following that meeting, ASAPbio has been working to coordinate efforts that facilitate the adoption of preprints in the life sciences.

In addition to the work on preprints, ASAPbio also supports and facilitates initiatives around increasing transparency in peer review.

To support raising awareness about preprints, we work with a community of researchers and others involved in the research communication, the **ASAPbio Community**. This is a network for sharing information and updates about ongoing and new initiatives on preprints, and where community members can share experiences and resources with each other.

The ASAPbio Fellow program

One of our goals for the ASAPbio Community is to support its members in their understanding about the productive use of preprints in the life sciences, and ensure they have the tools and skills they need to participate in community outreach and act as a resource for their communities around preprints.

In order to support those goals, ASAPbio runs a Fellow program, with the aim of connecting those members of our community who want to go a bit further in their engagement with the latest developments around preprints, and in developing skills that they can bring to activities and efforts within their institutions and their research communities.

The Fellow program runs for six months and requires an application.



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Those selected for participation will engage in a schedule of activities facilitated by ASAPbio, including the following:

- Sign up for ASAPbio newsletter and Slack, to engage with the broader ASAPbio Community
- Initial orientation session covering an overview of the program
- Monthly webinars covering subjects such as updates around the use of preprints in life sciences, development of communication and outreach skills, and practice sessions
- Activities such as writing of blog posts or developing training materials or resources

The program supports strengthening an understanding of the productive use of preprints in the life sciences, the development of outreach and leadership skills, and recognition to the members of the community for their contribution to resource building and outreach activities. The program also aims to allow an expansion of the participants' networks.



Responsibilities and expectations

ASAPbio Fellows

The participants in the ASAPbio Fellow program are part of the larger ASAPbio Community. All participants of the ASAPbio Fellow program are expected to abide by the [ASAPbio community guidelines and the ASAPbio Code of Conduct](#).

The Fellow program lasts for six months and participants are expected to attend the initial orientation session as well as the monthly activities scheduled as part of the program. The sessions will have a length of 60 or 90 minutes and will usually be delivered in an online format. If required as part of the program activities, participants are expected to complete tasks (e.g. input on a training material, drafting of a blog post) within designated deadlines.



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At the end of the program participants will submit a summary report and may be asked to complete a survey on their experience participating in the program.

If as part of the program a Fellow is put in touch with another ASAPbio Community member, the Fellow is expected to abide by the community participation guidelines and ASAPbio Code of Conduct and to keep all appointments made with the Community member while participating in the program.

If any information shared during participation in the program is confidential, the Fellow should clearly indicate so, any requests for confidentiality will be honored.

ASAPbio

ASAPbio will coordinate events and activities as part of the program, including an orientation session at launch as well as monthly activities during the six-month period.

ASAPbio expects participants of the Fellow program to submit a summary report at the end of the program. ASAPbio may also request participants to complete a survey, this is intended to help us review the program based on participant feedback and inform possible updates for future cycles. Upon completion of the program, ASAPbio will encourage Fellows to provide recommendations for participants in future cohorts, and to engage as mentors to future program participants.

ASAPbio posts will post information about the program and program participants on the ASAPbio website.

ASAPbio will act on any reports of breaches of the ASAPbio Code of Conduct, these will be handled by the ASAPbio Code of Conduct Committee, per the Committee's process for such concerns.

ASAPbio Community guidelines and Code of Conduct

All participants of the ASAPbio Fellow program are expected to abide by the ASAPbio community guidelines and Code of Conduct, these are available on the ASAPbio website: <https://asapbio.org/coc>.

ASAPbio's Community guidelines outline the behavior and the values that we aim to uphold as a Community, they represent the way in which we commit to engage with each other. The guidelines represent ASAPbio's commitment to providing a welcoming and productive experience for all members of our community.



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The good practice guidelines are:

- Show respect for other members of the ASAPbio community, as well as the larger research community
- Use collegial, professional and inclusive language
- Value and respect different viewpoints and experiences, including constructive feedback
- Encourage diversity
- Share information, resources, requests or experiences that are of relevance to the broader ASAPbio Community and align to the goals of ASAPbio

To honor our duty in facilitating a safe, inclusive and welcoming environment for all members of our community, ASAPbio has also developed a **Code of Conduct** that outlines behavior that deviates from our best practice guidelines, how ASAPbio can be alerted to any such concerns and the steps that ASAPbio will take to act on any report related to deviation from the expected behavior.

Any report of concerns about a breach of the Code of Conduct is handled by the ASAPbio Code of Conduct Committee which includes Jessica Polka (Executive Director), Iratxe Puebla (Associate Director), Jennifer Lin (ASAPbio Board of Directors) and Chiara Bertipaglia (ASAPbio Community member).

I have signed up for the Fellow program: What next?

The ASAPbio Associate Director and the ASAPbio Executive Director will review applications and will aim to follow up with applicants within two weeks following closure of applications.

Those selected for participation will be signed up for the ASAPbio Slack platform and the ASAPbio newsletter and will be sent details for the initial orientation session for the program. Additional details on the program schedule and activities will be provided as the program starts.



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Appendix: Additional resources

ASAPbio preprints FAQ: <https://asapbio.org/preprint-info/preprint-faq>

ASAPbio resources, including information about preprints, templates and slide decks:
<https://asapbio.org/resources>



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