Welcome to LabCap
A Global Public Health Programs Platform
Welcome Screen

Manage Your Profile
Log-in to your existing profile:

E-mail
Password
Log In

Forget Your Password?
E-mail
Send Password Reset Link

Security Information
ASM uses a secure certificate (SSL) for confidential encrypted communication between you and our server. Learn more about SSL certificates here. You should see a locked icon in either the bar at the bottom of your browser or in the URL bar. You can click on the image to the left to confirm this site is secure. In addition, any fields with a lock icon are also encrypted when saved in our database for added security.

First Time User?
Click here to be redirected to the "Get Involved" page.

Click here to start the process
Getting Started

Click to confirm.

Get Involved
In the world’s richest countries, infectious diseases now account for only one out of 10 deaths; yet in resource-limited countries six in 10 still die of infectious diseases, according to the World Health Organization (WHO). Half of these deaths could be prevented.

The American Society for Microbiology (ASM), through its LabCap Program, is ensuring the quality-assured implementation of new and existing diagnostic tools in resource-limited countries through onsite training and technical assistance. ASM is strengthening clinical microbiology laboratories by mobilizing its members to build human resource capacity for laboratory diagnosis of infectious diseases.

Are you ready to join us?
- Become an ASM member
- Click here to explore ASM membership opportunities
- Learn more about the ASM LabCap program
- Read first-hand Stories from the Field from ASM LabCap consultants
- Review the ASM LabCap consultant description

Please review the ASM LabCap program description and consultant description. I confirm that I meet the requirements specified and wish to apply for the ASM LabCap program by completing my online profile at LabCap.org.

Complete My Profile

Click to proceed to next page

Questions? Please contact ASM LabCap staff.

Please read both PDFs for a full review of the consultant opportunity.
Creating Your Online Profile

Enter your email address and a unique, 8-20 character password.
Confirmation Screen

Click to continue the process
Confirmation Screen Welcome

Welcome!
This indicates your level and tasks.

✅ Validated
❌ Complete Volunteer Profile

You have not completed your Volunteer Profile. Please click here to complete it.

Complete the Volunteer profile
Complete all fields. Once complete, click Education/Skills tab to continue.
Volunteer Profile
Education/Skills

Complete all fields. Once complete, click Areas of Expertise tab to continue.
Volunteer Profile
Areas of Expertise

Please check yes or no for all required fields. When complete, click Employment/International tab to continue.
Volunteer Profile

Employment/International

Please check yes or no for all required fields.

Click submit
Welcome!
This indicates your level and tasks:
- Validated
- Volunteer Profile Complete

Thank you for completing your Volunteer Profile. It is being reviewed, and you will be contacted when approved or if any changes are necessary.
Profile Approval

An ASM staff member will review your profile. Upon approval, you will receive an email notification.

---

Sent from Yahoo Mail for iPhone

Begin forwarded message:

On Thursday, May 23, 2019, 3:48 PM, LabCap Information <info@labcap.org> wrote:

Congratulations! Your volunteer profile has been approved. You may now log in and complete and submit your consultant profile.

http://www.labcap.org
Consultant Profile Access

Welcome! This indicates your level and tasks:
- Validated
- Volunteer Profile Complete
- Complete Consultant Profile

You have not completed your Consultant Profile. Please click here to complete it.
Complete all fields. When complete, click on Travel Information to continue.

2023 Note: Bank Information will be captured during registration in ASM’s third-party payment platform, Tipalti. Bank information no longer needs to be captured in LabCap.
Consultant Profile
Travel Information

Complete all fields

Click finish to submit your application
Upon successful submission, this screen will appear.
An ASM staff member will review your profile. Upon approval, you will receive an email notification.

Sent from Yahoo Mail for iPhone

Begin forwarded message:

On Thursday, May 23, 2019, 5:11 PM, LabCap Information <info@labcap.org> wrote:

Your ASM consultant profile has been approved. Your status as ASM consultant is contingent on signing a contract with ASM. An ASM staff member will follow up with contract details when appropriate. Thank you.
Access Your Assignments

Your Projects
You may update your profile information at any time.

Please DO NOT use the browser's forward or back buttons and do not bookmark pages inside the process.

<table>
<thead>
<tr>
<th>Projects</th>
<th>Timesheets</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>All Projects and Assignments</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Click on any assignment to VIEW and DOWNLOAD its documents and settings.</td>
</tr>
<tr>
<td><strong>TEST5 - hourly rate</strong></td>
</tr>
<tr>
<td>• <strong>TEST5 - Hourly Rate</strong> - In Algeria from 6/1/2019 to 6/1/2019</td>
</tr>
<tr>
<td><strong>TEST4 - flat rate</strong></td>
</tr>
<tr>
<td>• <strong>TEST4 - flat rate</strong> - In Algeria from 6/1/2019 to 7/31/2019</td>
</tr>
<tr>
<td><strong>TEST3 - monthly rate</strong></td>
</tr>
<tr>
<td>• <strong>TEST3</strong> - In Algeria from 6/7/2019 to 6/21/2019</td>
</tr>
<tr>
<td><strong>TEST2</strong></td>
</tr>
<tr>
<td>• <strong>TEST2</strong> - In Mozambique from 3/11/2019 to 3/29/2019</td>
</tr>
<tr>
<td><strong>TEST1</strong></td>
</tr>
<tr>
<td>• <strong>TEST1</strong> - In Algeria from 6/6/2019 to 6/13/2019</td>
</tr>
</tbody>
</table>

ASM staff will populate your projects and assignments. Once populated, click on any assignment to access it.
Access Timesheet and/or Expense Report Entry

Click the timesheet tab to create a timesheet.

Click the Expense Report tab to upload the consultant ER and supporting documents.

Your Projects
You may update your profile information at any time.

Please DO NOT use the browser’s forward or back buttons and do not bookmark pages inside the process.

PROJECTS	CASH ADVANCE	ASSIGNMENT DOCS	TIMESHEETS	EXPENSE REPORTS

TEST5 - Hourly Rate - In Algeria from 6/1/2019 to 6/1/2019 - [CHANGE]
## Timesheet Entry

Enter the date worked, the rate of pay, and the number of hours. (If your rate is per day, the "Hours" column will not appear.

<table>
<thead>
<tr>
<th>Date</th>
<th>Hourly Rate</th>
<th>Num Hours</th>
<th>Day</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/7/2020</td>
<td>$25.00</td>
<td>5.00</td>
<td></td>
<td>$125.00</td>
</tr>
<tr>
<td>6/8/2020</td>
<td>$25.00</td>
<td>1.00</td>
<td></td>
<td>$25.00</td>
</tr>
</tbody>
</table>

When you are finished with a full complete timesheet, type your name as your electronic signature and hit "Submit Complete Timesheet". **Once submitted, you cannot edit entries.**

**Submit Complete Timesheet** *(Add and Update all time first.)*

When you have entered all time worked, click Submit. Once you have submitted, you cannot change entries.

Type your name. This will serve as your electronic signature.
Timesheet Submission Confirmation

Your Projects
You may update your profile information at any time.

Please DO NOT use the browser's forward or back buttons and do not bookmark pages inside the process.

<table>
<thead>
<tr>
<th>Projects</th>
<th>Cash Advance</th>
<th>Assignment Docs</th>
<th>Timesheets</th>
<th>Expense Reports</th>
</tr>
</thead>
</table>

**TEST5 - Hourly Rate** - In Algeria from 6/1/2019 to 6/1/2019 - [CHANGE]

**Past Time Sheets** - [View Current Timesheets]

Information below is for reference only and is not editable.

Timesheet Submitted 2/8/2023 at 12:45 PM

<table>
<thead>
<tr>
<th>Date</th>
<th>Hourly Rate</th>
<th>Num Hours</th>
<th>Day</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/7/2020</td>
<td>25.00</td>
<td>5.00</td>
<td>$125.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>6/8/2020</td>
<td>25.00</td>
<td>1.00</td>
<td>$25.00</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

Create Timesheet PDF

Click to create a downloadable PDF for your records.
### Expense Report Entry

**Line 1: Expense Report Upload Line:**
1. Type “0” in the Item field.
3. Leave all other fields blank.
4. Upload the completed Consultant Expense Report.
5. Click Add Expense.

```plaintext
<table>
<thead>
<tr>
<th>Item</th>
<th>Date (m/d/yyyy)</th>
<th>Expense Type</th>
<th>Amount (USD)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Choose Type</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Details: Expense Report Excel

Receipt 1: Expense Report June 2023.xlsx

Receipt 2: Choose File | No file chosen
```

![Expense Report Entry Diagram]
**Expense Report Entry (cont.)**

Upload Supporting Documents:
1. Go to a new entry line.
2. In the Receipt field, click ‘Choose File’ to upload a supporting document file. Note that files must be .jpg, .pdf, Word, or Excel format.
3. Click Add Expense

Note that this becomes “Receipt 1” in this line.

*cont. next page

<table>
<thead>
<tr>
<th>Item</th>
<th>Date (mm/dd/yyyy)</th>
<th>Expense Type</th>
<th>Amount (USD)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Choose Type</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receipt:</td>
<td>Choose File</td>
<td>No file chosen</td>
<td></td>
<td>Add Expense</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Date (mm/dd/yyyy)</th>
<th>Expense Type</th>
<th>Amount (USD)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Choose Type</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receipt 1:</td>
<td>Example File 1.pdf</td>
<td>[ ] Delete File (No Undo)</td>
<td></td>
<td>Update</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Date (mm/dd/yyyy)</th>
<th>Expense Type</th>
<th>Amount (USD)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Choose Type</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receipt 2:</td>
<td>[ ] Choose File</td>
<td>No file chosen</td>
<td></td>
<td>Update</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Date (mm/dd/yyyy)</th>
<th>Expense Type</th>
<th>Amount (USD)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Choose Type</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receipt 1:</td>
<td>[ ] Expense Report June 2023.xlsx</td>
<td>[ ] Delete File (No Undo)</td>
<td></td>
<td>Update</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Date (mm/dd/yyyy)</th>
<th>Expense Type</th>
<th>Amount (USD)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Choose Type</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receipt 2:</td>
<td>[ ] Choose File</td>
<td>No file chosen</td>
<td></td>
<td>Update</td>
</tr>
</tbody>
</table>
Upload Supporting Documents:
4. If you have a second supporting document file, click on Choose File in the Receipt 2 field to upload it.
5. Click Update.
6. If you have a third supporting document file, click on Choose File in the Receipt 3 field to upload it.
7. Click Update.
8. Type the item numbers of the supporting documents corresponding to the Excel report.

*cont. next page*
Expense Report Entry (cont.)

Upload Supporting Documents:

The maximum number of files per entry line is 3. If you have additional files, repeats steps 1-8 as needed until all files are uploaded.
When Excel expense report and all supporting documents have been uploaded, tick the “I Understand” box.

Type “None” in this field. The exchange rate (if applicable) is captured in the Excel report.

Type your name to serve as your electronic signature.

Click to submit expense report. Once submitted, you cannot make changes.

All travel expenses reimbursed by federal grants must be supported by a receipt. There is no exception for lost receipts or small dollar amounts. A credit card charge slip is not considered a receipt unless it lists the detail of the items purchased. For restaurant meals this will be the detailed food and beverage receipt. Alcoholic beverages shown on restaurant receipts can not be charged to the federal grant. Alcoholic beverages and any expenses not supported by a receipt will be deleted. No receipts = no reimbursement.

☐ I Understand a receipt is required for each expense. Original receipts must be submitted to ASM. After completion of this report, an email will follow with information on how to submit your receipts.

Please fill in the exchange rate(s) used and description before completing your expense report. If no exchange rate is used, type "none" in the field.

When you are finished with a full complete expense report, type your name as your electronic signature and hit "Submit Complete Expense Report". Once submitted, you cannot edit entries.

Type Your Name: 

A new window will contain the PDF of this expense report. Your browser might block this popup window. If it does, please allow popups for this site. You can recreate the PDF from the past expenses as well.

Submit Complete Expense Report (Add and Update all expenses first.)
Expense Report Submission Confirmation

Please DO NOT use the browser's forward or back buttons and do not bookmark pages inside the process.

TEST 5 - Hourly Rate - In Algeria from 6/1/2019 to 6/1/2019 - [CHANGE]

Past Expense Reports - [View Current Expense Reports]

Information below is for reference only and is not editable.

Expense Report Submitted 2/8/2023 at 1:05 PM

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Amount</th>
<th>Receipt</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/31/2020</td>
<td>Miscellaneous Expense Report Excel</td>
<td>$0.00</td>
<td>Test ER_May2021.xlsx</td>
<td>$0.00</td>
</tr>
<tr>
<td>5/1/2021</td>
<td>Miscellaneous 1</td>
<td>$0.00</td>
<td>Notes.docx</td>
<td>$0.00</td>
</tr>
<tr>
<td>5/25/2021</td>
<td>Miscellaneous 2</td>
<td>$0.00</td>
<td>Web Image Sizing.jpg</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

[View PDF]

Click to create a downloadable PDF for your records.