



# The American Physiological Society

9650 Rockville Pike, Bethesda, Maryland 20814-3991 (USA)

*Integrating  
the Life Sciences  
from Molecule to  
Organism*

## APS Undergraduate Summer Research Fellowship Letter of Agreement

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To: Marsha Lakes Matyas, Ph.D.,  
Director of Education Programs

From: \_\_\_\_\_  
(Undergraduate's Name)

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

**This letter is to confirm my participation  
from May 2009 through May 2010 in the  
2009 APS Undergraduate Summer Research  
Fellowship Program**

The following is the list of responsibilities that I agree to carry out as a participant in this program:

- 1) **I will not accept another summer research fellowship** for the summer of 2009. If I do receive another fellowship award, then I will notify the APS immediately if I chose to accept the other fellowship so that another student can have the opportunity to receive the APS Fellowship. This must be done by April 24, 2009.
- 2) I will provide the APS with an email address where I can be reached and will **check my email at least weekly** for communications from the APS concerning the program throughout my Fellowship year.
- 3) I will work full-time in the research host's laboratory **for the entire 10-week period**. If circumstances do not allow me to work in the laboratory for that entire period, I will inform the APS of those circumstances. I understand that I will receive a prorated Fellowship stipend for that period.
- 4) I will **participate in three online assignments/discussions** during my summer research experience and will complete the assignments/discussions by the specified dates:
  - a. Introductions to the other Fellows (**May**)
  - b. Reading and discussion on the nature of research (**June**); and
  - c. Reading and discussion on career options in biomedicine (**July**).

I understand that **receipt of my final stipend payment depends** on my having completed these three assignments.

- 5) I will **submit and post a report** on my research project at the end of my summer research experience as per the guidelines provided by the APS. I understand that this report is to be written by me and reviewed by my research host. It is NOT to be a “cut and paste” from previous manuscripts developed by my research host but should reflect my own understanding of the research project and of my work in the laboratory. I will **present the report and discuss my important findings** with the other UGSRFs.

I understand that **failure to submit the final report will result in my forfeiture** of attending the Experimental Biology meeting or an APS conference.

- 6) I will complete a **final evaluation form** at the end of my fellowship year by the indicated deadline and will provide honest and detailed feedback on the program.
- 7) I acknowledge that the **APS will track my career** over the coming years to further determine the impacts of the program. As part of that long-term evaluation of the program, I will complete future annual or bi-annual surveys, as requested.
- 8) I will **provide the APS with a permanent address** where I can be reached and will update that address with the Society when my address changes. I agree that the American Physiological Society may use my social security number to locate me in the future to track my career path and success should APS not be able to locate me by any other means.
- 9) I will attend the **2010 Experimental Biology (EB) meeting**, April 24-28, 2010, in Anaheim, CA. I understand that APS will reimburse my travel costs for this meeting (up to \$1,300).
- 10) I will **submit the following materials** by their stated deadlines as required and requested by APS:
- Entry, exit, and follow-up surveys;
  - Payment vouchers for two summer stipends (\$2,000 each);
  - Completed online assignments;
  - My end-of summer research report

I will **notify the APS should I be unable to complete** the fellowship according to the stated timeline.

APS AGREES TO DO THE FOLLOWING DURING THE COURSE OF YOUR PARTICIPATION IN THE PROGRAM:

- 1) Provide you with up to **\$4,000 stipend** (\$400 per week for up to 10 weeks of research
- 2) Process your two stipend payments promptly, provided payment forms are sent to us in a timely fashion.
- 3) Provide you with up to **\$1300 in travel expenses** to attend the EB 2010 meeting or a 2009-2010 APS Conference.
- 4) Develop a program of activities for Fellows during the EB 2010 meeting.
- 5) Provide you with guidelines and information for preparing all required and requested materials, including your research reports and online assignments, and attending the EB 2010 meeting.

I agree to all of the responsibilities outlined for me above. I understand that failure to complete the tasks listed above by the prescribed deadlines and/or failure to respond to communications from the APS may result in termination of this fellowship. I also understand that I may withdraw from the fellowship and will receive appropriate stipends for the work already completed.

Please acknowledge your understanding and acceptance of this condition precedent by your signature below. Upon receipt of your acknowledgement, the APS will issue the award to you.



\_\_\_\_\_  
Undergraduate Fellow

\_\_\_\_\_  
Marsha Lakes Matyas, Ph.D.  
Director of Education Programs

**I have read this letter agreement and will work with the student in carrying out the requirements of the fellowship.**

**I understand that if I am to be absent from the lab for more than 1 week, I will notify APS and provide the name and contact information of the person who will be supervising [undergraduate first name].**

\_\_\_\_\_  
[research host]

\_\_\_\_\_  
Date

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

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

**Return by April 30, 2009 to Melinda Lowy (301-634-7098 fax; mlowy@the-aps.org)**