



*Integrating
the Life Sciences
from Molecule to
Organism*

The American Physiological Society

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

APS Undergraduate Summer Research Fellowship Letter of Agreement

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

From: _____
(Undergraduate's Name)

Date: _____

**This letter is to confirm my participation
from May 2007 through May 2008 in the
2007 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 2007. 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 30, 2007.
- 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 31)
 - b. Reading and discussion on the nature of research (June 30); and
 - c. Reading and discussion on career options in biomedicine (July 31).

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PHONE
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301-634-7241

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- 5) I will submit 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.
- 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 Experimental Biology (EB) meeting, April 5-9, 2008, in San Diego, CA or a 2007-2008 APS Conference. I understand that APS will reimburse my travel costs for this meeting (up to \$1,000).
- 10) I will submit as required and requested by APS the following materials by their stated deadlines:
 - Entry, exit, and follow-up surveys;
 - Payment vouchers for two summer stipends (\$1,500 each);
 - Completed online assignments;
 - My end-of summer research report
 - My final research report
- 11) 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 \$3,000 stipend (\$300 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 \$1000 in travel expenses to attend the EB 2008 meeting or a 2007-2008 APS Conference.
- 4) Develop a program of activities for Fellows during the EB 2008 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 2008 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 Signature



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

Date _____

April 13, 2007

Telephone: _____

Email: _____

Permanent Contact Information:

Name:
Street:
City, State, Zip:
Country:
Telephone:
Email:

Return by April 30, 2007 to Melinda Lowy (301-634-7098 fax; mlowy@the-aps.org)