

# “HOW TO APPLY” GUIDE

## for the American Physiological Society’s 2019 Six Star Science Online Professional Development

**READ THIS ENTIRE DOCUMENT FIRST!** You will be using the American Physiological Society’s (APS) Online Awards Application System to apply for this program. Please take the time to familiarize yourself with the process by **CAREFULLY** reading through the directions below.

### I. What you need BEFORE applying online:

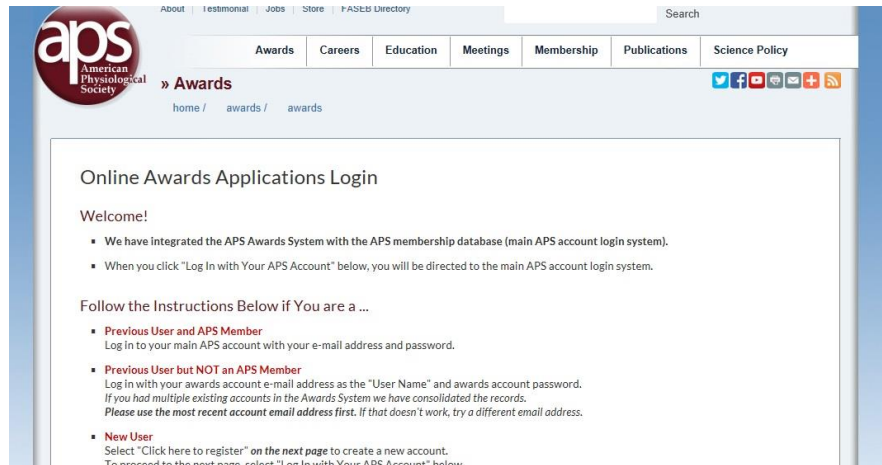
1. **Read over the program information available at:**  
<http://www.frontiersinphys.org/pages/page01a.shtml>.
2. **Review the application questions** found in **Section A: Teacher Application and Section B: Student Demographics (links to these are at the end of this document)**. You will complete your answers directly on these forms, convert them to PDFs, and upload them to the online application system.
3. Prepare a resume (no more than 3 pages) following the directions you will find in **Section C: Resume** (also available through a link at the end of this document).
4. **Arrange School Administrator support.**  
Notify your School Administrator of your intent to apply for this Online Teacher Professional Development program by forwarding them the **Section D: Administrator’s Form, which describes the program and requests a letter of recommendation.**
  - Obtain your School Administrator’s email address. **When you enter this email address on the online application system**, an email will be sent directly to him/her requesting the letter of recommendation, as well as providing the instructions on how to upload the document to the system.

ALL components must be submitted or uploaded no later than **January 31, 2019**.  
Questions about the program and/or the online application system?  
Visit: [www.frontiersinphys.org](http://www.frontiersinphys.org)  
or email Margaret E. Stieben: ([mstieben@the-aps.org](mailto:mstieben@the-aps.org)),  
APS Program Manager, K-12 Education Programs.

## II. How to Use the APS Online Awards System:

### A. Logging on for the FIRST TIME

1. Go to: <https://www.the-aps.org/awardapps>
2. Create a profile with your unique email address and a password. Record your password for future use.



3. On the following page scroll to the bottom of the page and click the **“Apply for Myself Now”** button to apply for an award:

#### Your Awards Applications

- Some awards do not allow nominations, others only allow nominations, and others allow either. Depending on your choice below and applicant or nominee profile information, you will be able to choose from the awards available for application.

To apply for an award for yourself, please start here.

[Apply for Myself Now](#)



To nominate someone else for an award, please start here.

[Nominate Someone Now](#)

4. Complete your profile. Select **“K-12 Teacher”** in the **“Ed/Professional”** drop down list to be eligible for the Online Teacher Professional Development Program:

**Award Profile**

APS ID:

First Name:  Middle Name:  Last Name:

**Your Addresses**  
(Select Address to use for APS Awards)

<input type="radio"/>	104 Spring Street Pisgah, AL 35765	<a href="#">Edit</a>
<input checked="" type="radio"/>	101 Mulberry St Corydon, IN 47112	<a href="#">Edit</a>

[Add New Address](#)

**Your Phone Numbers**

Work Phone:   EXT   Make this my Primary Phone Number

Your APS ID # will be completed when you open this page. You should complete all other required fields.

**Demographics**

Gender:  Ethnicity:

Birthdate:  Race:  Race:

Ed/Professional:

**APS Membership Section Affiliation**

Primary:  Additional 1:  Additional 2:

Select **“K-12 Teacher”** to be eligible. Only grades 6- 12 Science Teachers are eligible.

Be sure to provide information on gender, ethnicity, and race, as we must report this for our grant funding program.

Do **NOT** select an APS Section Affiliation

**APS Membership Section Affiliation**

Primary:  Additional 1:  Additional 2:

**Disabilities**

Do you have a physical, mental, or learning disability that substantially limits one or more major life activities?

**Undergrad Only**

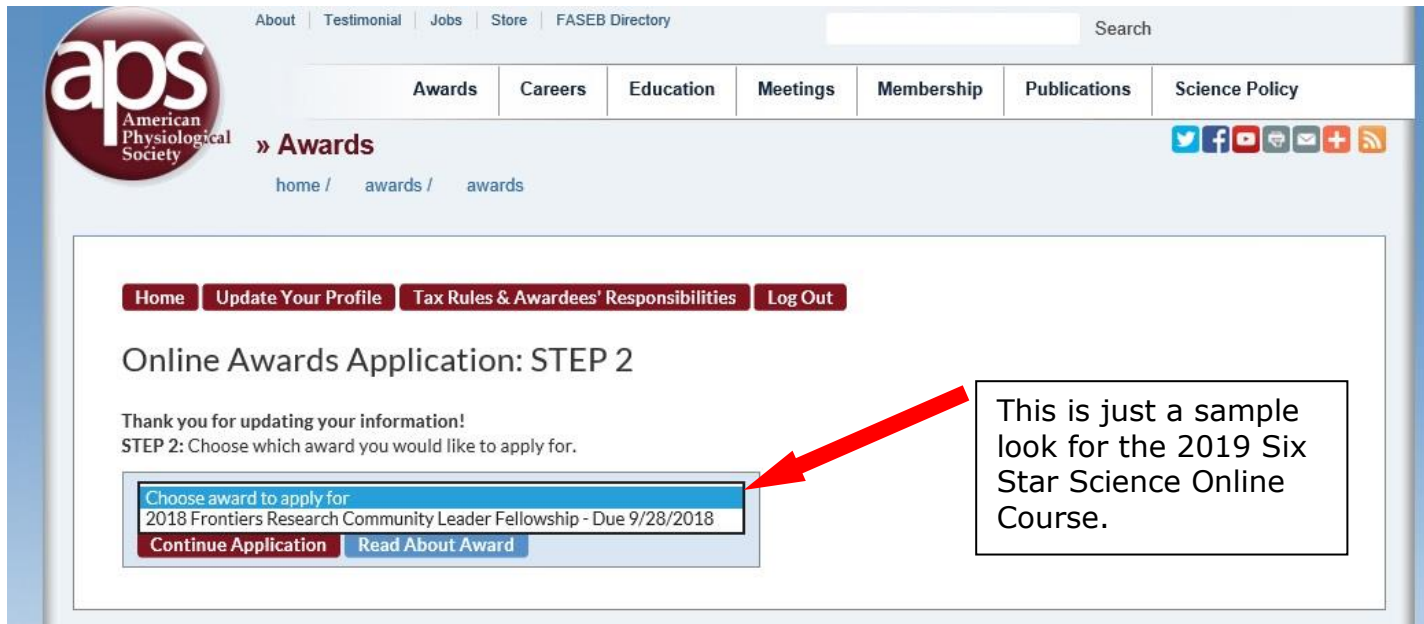
Do you come from a family with an annual income below established low-income thresholds?

Do you come from a social, cultural, or educational environment such as that found in certain rural or inner-city environments that have demonstrably and recently directly inhibited the individual from obtaining the knowledge, skills, and ability necessary to develop and participate in a research career?

It is helpful for us with our federal grant to have this information is you are comfortable providing it.

Make sure to mark Undergraduate questions as N/A

5. Select “2019 Online Teacher Professional Development Program”:



Thank you for updating your information!  
STEP 2: Choose which award you would like to apply for.

Choose award to apply for  
2013 Frontiers In Physiology Research Teacher Professional Development Program - Due 1/21/2013  
Continue Application Read About Award

On the same screen, click on continue application

- **ALL APPLICATION MATERIALS ARE AVAILABLE THROUGH LINKS AT THE END OF THIS DOCUMENT.** Complete the **Section A: Teacher Application** word document you will find below and submit (upload) it along with **Section B: Student Demographics** and **Section C: Resume** following the directions on the Online Awards System. **You will need the ability to convert a word processing file into a PDF file.** You can convert documents to PDF format online here: <https://createpdf.adobe.com/> or any freely available service, such as: <http://www.cutepdf.com/products/cutepdf/writer.asp>.
  - Request a letter of recommendation from a School Administrator by giving them the **Section D: School Administrator's Form** you will find below.
6. When you are done, you have two options at the bottom of the online form:
- a. **I Will Finish Later:** This option saves your entries, and you can return to this saved session if you logout of the system (see next page in this Guide).
  - b. **Submit My Application:** This option saves your entries, and notifies the APS Education Office and Application Review Committee that your application package is ready to be considered for the program. However, if necessary, applicants can still edit their application until the online system closes on the application deadline.

**I Will Finish Later** **Submit My Application**

Uploading multiple files can take some time. Please be patient.  
If the submit button has turned grey, your application is processing.

**Withdraw Application** (Completely deletes this application)

## B. Returning to a Saved Session

1. Login with your email and password at: <https://www.the-aps.org/awardapps>
2. The screen will return to the applications for which you have applied. Click **“Update Application”** to continue completing the application.

### Online Awards Application

2013 Frontiers In Physiology Research Teacher Professional Development Program - Due 1/21/2013

Your award application has been saved. Please see the information below for verification of required information.

**Application Verification for Margaret Sh**

The following lists all required fields for your application and if they have been **completed** or if there are **any problems**. If so, please click on "Edit Application" below or log back in at any time to fix them, or "Update Your Profile" above to fix any specific profile requirements. You may also click on "View Application" for a simple text version of all the application question and answers for verification.

Your Profile: **Completed**

Upload Section A: Teacher Application Form (PDF file only): **Not Uploaded**

Upload Section B: Student Table (PDF file only): **Not Uploaded**

Upload Section C: Teacher Resume (PDF file only): **Not Uploaded**

Request Section D: Administrator's Recommendation Letter (PDF only): **Not Uploaded**

Request Section E: Research Host Application Form and CV: **Not Uploaded**

Host Scientist Name: **Not Entered**

Host Scientist's institution: **Not Entered**

Host Scientist's city: **Not Entered**

Host Scientist's state: **Not Entered**

**Edit Application**

**View Application** **PDF of Application**

To apply for an award for yourself, please start here.

**Apply for Myself Now**

To nominate someone else for an award, please start here.

**Nominate Someone Now**

**Make sure that all portions of your application show the **completed** before submitting your application.**

3. See previous **page of this Guide** for saving or submitting your application.
4. **See the following page for all the necessary documents to download and submit.**

**DOCUMENTS FOR APPLYING FOR THE APS FRONTIERS IN PHYSIOLOGY ONLINE TEACHER PROGRAM TO BE DOWNLOADED, COMPLETED, AND SUBMITTED ON THE APS AWARD SITE:**

- **Section A: Online Teacher Application:** <http://www.the-aps.org/teacher-application>
- **Section B: Online Teacher Student Demographics:** <http://www.the-aps.org/student-demographics>
- **Section C: Online Teacher Resume:** <http://www.the-aps.org/resume>
- **Section D: Online Teacher Administrator's Letter:** <http://www.the-aps.org/administrator-letter>

**ALL components must be submitted or uploaded no later than January 31, 2019.**

Do you have questions about the program and/or the online application system? Visit [www.frontiersinphys.org](http://www.frontiersinphys.org) or email Margaret Stieben ([mstieben@the-aps.org](mailto:mstieben@the-aps.org)), APS Program Manager, K-12 Education Programs.

Do not pay attention to the online awards system automatic notification emails. If you have a question, please directly contact or forward the email to Margaret Stieben ([mstieben@the-aps.org](mailto:mstieben@the-aps.org)), the APS Program Manager, K-12 Education Programs. All other emails should be ignored.