

“HOW TO APPLY” GUIDE

for the American Physiological Society’s 2018 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:

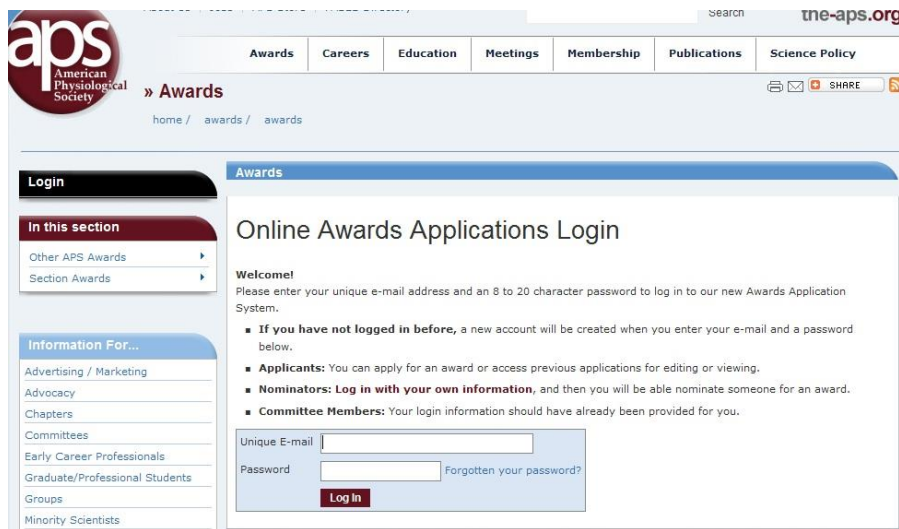
1. **Read over the program information available at:**
<http://www.frontiersinphys.org/pages/page01a.shtml>.
2. **Review the application questions** found in **Section A: Teacher Application and Section B: Student Demographics (links to these are at the end of this document)**. You will complete your 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 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, 2018.**
Questions about the program and/or the online application system?
Visit: www.frontiersinphys.org
or email Margaret E. Stieben: (mstieben@the-aps.org),
APS Program Manager, K-12 Education Programs.

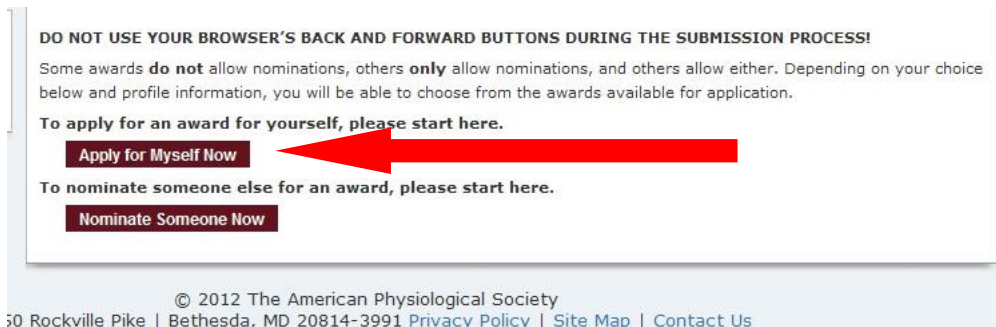
II. How to Use the APS Online Awards System:

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. Click the **“Apply for Myself Now”** button to apply for an award:



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:

Online Awards Application: STEP 1

Thank you for starting a new award application!

STEP 1: Enter/confirm all of your information below and hit "Continue Application".
All fields marked with * are required.

E-mail Address*	<input type="text" value="mshain@the-aps.org"/>		
First Name*	<input type="text" value="Margaret"/>		
Middle Name	<input type="text" value="E."/>		
Last Name*	<input type="text" value="Shain"/>		
Institution*	<input type="text" value="APS"/>		
Department	<input type="text"/>		
Address*	<input type="text" value="9650 Rockville Pike"/>		
	<input type="text"/>		
City*	<input type="text" value="Bethesda"/>		
State/Province	<input type="text" value="Maryland"/>	<input type="button" value="v"/>	<small>(US/Canada)</small>
or Province	<input type="text"/>		
Zip/Postal	<input type="text" value="20814"/>	<small>*State/province and zip/postal required for USA & Canada</small>	
Country*	<input type="text" value="USA"/>		
Work Phone	<input type="text" value="301.634.7229"/>	Home Phone	<input type="text" value="301.634.7229"/>
Mobile Phone	<input type="text"/>	Fax	<input type="text"/>
	<small>*One phone number is required.</small>		
Citizenship*	<input type="text" value="USA Citizen"/>		
	<input type="text" value="Other Citizenship"/>	<input type="button" value="v"/>	<small>*Required if other.</small>
APS Member?*	<input type="radio"/> Yes <input checked="" type="radio"/> No	Member ID	<input type="text"/>
APS Section	<input type="text" value="Choose Section"/>		
Ed/Professional*	<input type="text" value="K-12 Teacher"/>		

Do NOT select an APS Section.

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

Degree Expected Year Expected

Year of Birth* (yyyy)

Gender* Female
 Male
 I prefer not to answer this question

Ethnicity* Hispanic or Latino
 Not Hispanic or Latino
 I prefer not to answer this question

Race* American Indian or Alaska Native
 Asian
 Black or African American
 Caucasian/White
 Native Hawaiian or Other Pacific Islander

 I prefer not to answer this question

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

Yes
 No
 I prefer not to answer this question

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

Yes
 No
 N/A or I prefer not to answer this question

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

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

Yes
 No
 N/A or I prefer not to answer this question

Undergrad Only: 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 abilities necessary to develop and participate in a research career?*

Yes
 No
 N/A or I prefer not to answer this question

If yes to either or both, please describe.

Continue Application

Make sure to mark Undergraduate questions as N/A

The APS requests demographic information from program applicants for use in program evaluation and reports. Information on individual participants is not reported associated with participants' names or institutions, only in the aggregate (e.g., "20% of program participants were female"). For some federally funded awards, demographic data such as gender and racial/ethnic group may be required.

The above definitions for ethnic and racial categories are from the "NIH Policy and Guidelines on the Inclusion of Women and Minorities as Subjects in Clinical Research-Amended, October 2001."

Lists of awardees and their institutions are published in APS publications and at the APS website and distributed via press release.

5. Select “2018 Online Teacher Professional Development Program”:

This is just a sample look for the 2018 Six Star Science Online Course.

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.



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or email Margaret Stieben: (mstieben@the-aps.org),
APS Program Manager, K-12 Education Programs.

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.

A screenshot of the "Online Awards Application" page. The title is "Online Awards Application". Below it, the text reads: "2013 Frontiers In Physiology Research Teacher Professional Development Program - Due 1/21/2013". A message states: "Your award application has been saved. Please see the information below for verification of required information." The section is titled "Application Verification for Margaret Stieben". It lists various fields and their status: "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", and "Host Scientist's state: Not Entered". At the bottom, there are buttons for "Edit Application", "View Application", and "PDF of Application". Below these buttons, there are instructions: "To apply for an award for yourself, please start here." with a button "Apply for Myself Now", and "To nominate someone else for an award, please start here." with a button "Nominate Someone Now". A red arrow points from the "Your award application has been saved..." message to the "Completed" status of the "Your Profile" field.

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, 2018.

Do you have questions about the program and/or the online application system? Visit www.frontiersinphys.org or email Margaret Stieben (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), the APS Program Manager, K-12 Education Programs. All other emails should be ignored.