



American Physiological Society Undergraduate Summer Research Fellowships STUDENT APPLICATION INSTRUCTIONS

Online application deadline is February 1

Late or incomplete applications will not be reviewed.

READ ME FIRST! You will use the American Physiological Society's (APS) online Awards Application System to submit your application. All files uploaded to the application must be PDF files. You can convert documents to PDF format online here: <https://createpdf.adobe.com/>

Step 1: Determine Your Program Eligibility

1. Read through the eligibility requirements for the following programs and determine which award(s) you are eligible to apply for:

a. Integrative Organismal Systems Physiology (IOSP)

- **Underrepresented Students** from disadvantaged socioeconomic backgrounds, from underrepresented racial and ethnic minority groups, first generation college students, and/or students with disabilities
- **Undergraduate Year:** 1st- through 3rd-year undergraduate students enrolled full time
- **GPA:** Students must have an over-all GPA of ≥ 3.0 to apply (0-4.0 scale)
- **Research Experience:** No requirements
- **APS Membership:** Not required
- **Research host:** Must be APS member in good standing
- **Citizenship:** US Citizen or non-US citizen national or legal permanent resident
- **Website:** www.the-aps.org/IOSP (see Application Information tab)

b. Short-Term Research Education Program to Increase Diversity in Health-Related Research (STRIDE)

- **Underrepresented: Students** from disadvantaged socioeconomic backgrounds, from underrepresented racial and ethnic minority groups, first generation college students, and/or students with disabilities
- **Undergraduate Year:** 1st- through 3rd-year undergraduate students enrolled full time
- **GPA:** Students must have an over-all GPA of ≥ 3.0 to apply (0-4.0 scale)
- **Research Experience:** No requirements
- **APS Membership:** Not required
- **Research host:** Must be APS member in good standing
- **Citizenship:** US Citizen or non-US citizen national or legal permanent resident
- **Website:** www.the-aps.org/STRIDE (see Application Information tab at left)

c. Undergraduate Research Excellence Fellowship (UGREF)

- **Undergraduate Year:** 2nd-year through 4th-year undergraduate students enrolled full time at time of application
- **GPA:** Students must have an over-all GPA of ≥ 3.0 to apply (0-4.0 scale)
- **Research Experience:** More than 9 calendar months of research experience in a physiology laboratory. May have previous peer reviewed publications. May have previous abstracts submitted to national or international meetings.
- **APS Membership:** Required, but can apply for membership at time of award application
- **Research host:** Must be APS member in good standing
- **Citizenship:** There is no citizenship requirement
- **Website:** www.the-aps.org/UGREF (see Application Information tab at left)

d. Undergraduate Summer Research Fellowship (UGSRF)

- **Undergraduate Year:** 1st-year through 3rd-year undergraduate students enrolled full time
- **GPA:** Students must have an over-all GPA of ≥ 3.0 to apply (0-4.0 scale)
- **Research Experience:** No more than 9 calendar months of research experience in a physiology laboratory. No previous peer reviewed publications. No previous abstracts submitted to national or international meetings.
- **APS Membership:** Not required
- **Research host:** Must be APS member in good standing
- **Citizenship:** There is no citizenship requirement
- **Website:** www.the-aps.org/UGSRF (see Application Information tab at left)

There is no maximum number of students eligible to apply from the same lab; however, each lab is only allowed one awardee (or fellow) per program. Laboratories are allowed to have multiple fellows who are participating in various programs, but they cannot have two fellows in the same program. For example, a lab could have one UGSRF fellow, one STRIDE fellow and one IOSF fellow, but it cannot have two UGSRF fellows in the same lab.

Step 2: What you need BEFORE applying online

1. **Find an APS member to serve as your research host and decide on a project.**
 - a. If you need help identifying an APS member, review the [Research Host Contact List](#) (XLS). You are not required to work with someone from this list, but your research host must be an APS member.
2. **Write a description of your research project.**
 - a. Your research project description should be no longer than 500 words, be written by the applicant, and the document must be submitted as a PDF file.
 - b. **YOU must write this description. Do NOT ask your research host to do this for you. DO NOT COPY what your research host has given you. If the research plan is not written in YOUR OWN WORDS, it will not be reviewed by the Committee.**
3. **Obtain a copy of your transcripts.**
 - a. Upload your transcripts to your application.
 - b. Unofficial transcripts are acceptable. **If the transcript is not in English, please provide an English translation of courses, grades, and grading system.**
4. **Write a 1-page personal statement** describing the following:
 - a. Your background, achievements, interests and short-term goals
 - b. Your long-term career goals
 - c. How the research experience will positively influence your career development
 - d. A statement concerning your choice of this particular faculty host
5. **Request 2 letters of recommendation.**
 - a. One letter must be from the research host you'll be working with and the second from another faculty member. You will enter their email addresses in the application under "Recommendation Letter-Confidential" to have the system request them to upload the letter. If the faculty members do not receive an email with a link to upload the letter, please contact the program staff.
 - b. Please provide this information to those writing the letters: To the extent possible, these letters should rank you, the applicant, in comparison to other students at similar levels. Both letters should speak directly to the issue of your potential to pursue a career in physiology as a basic research scientist. The letter from the research host should describe the basis or factors that resulted in an invitation to work in their laboratory. **Letters should also comment specifically on your career aspirations and the stage of development of those aspirations.**

6. **Be prepared to answer the following:**

- a. Year Entered College
- b. Undergraduate Major
- c. Over-all Grade Point Average (GPA)-to date on a 4.0 scale
- d. Science/Math GPA
- e. College Awards or Honors
- f. Host Scientist's APS Member ID Number
- g. Host Scientist's Full Name
- h. Host Scientist's Institution
- i. Host Scientist's Department
- j. Host Scientist's Address
- k. Host Scientist's City
- l. Host Scientist's State
- m. Host Scientist's Zip Code
- n. Host Scientist's Email Address
- o. Host Scientist's Phone Number
- p. Have you worked less than 9 months in a research lab at the time of application?
- q. Describe previous or current research involvement (include length of time) with this faculty person
- r. Describe any work you have done in any other research labs as an undergraduate
- s. Working Title of Research Project
- t. Research Project Hypothesis
- u. How does this project relate to your long-term career goals?
- v. Have you applied for any other fellowships?
- w. If yes, how would you handle it if you received both fellowships?
- x. If you have a disability, describe the disability and any specific lab accommodations you require.
- y. If you apply for more than one undergraduate summer research program, which is your first choice?
- z. How did you hear about this fellowship opportunity?

STEP 3: Apply on the APS Online Awards Application System

A. Logging on for the FIRST TIME and creating an APS Awards site profile.

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

The screenshot shows the 'Online Awards Applications Login' page on the APS website. The page has a navigation bar with links for 'Awards', 'Careers', 'Education', 'Meetings', 'Membership', 'Publications', and 'Science Policy'. The main content area is titled 'Online Awards Applications Login' and includes a 'Welcome!' message. It instructs users to enter their unique email address and an 8 to 20 character password. There are three bullet points: 'If you have not logged in before, a new account will be created when you enter your e-mail and a password below.', 'Applicants: You can apply for an award or access previous applications for editing or viewing.', and 'Nominators: Log in with your own information, and then you will be able nominate someone for an award.' 'Committee Members: Your login information should have already been provided for you.' Below the text are input fields for 'Unique E-mail' and 'Password', a 'Log In' button, and a link for 'Forgotten your password?'. A sidebar on the left contains a 'Login' section, 'In this section' with links to 'Other APS Awards' and 'Section Awards', and 'Information For...' with links to various APS categories like 'Advertising / Marketing', 'Advocacy', 'Chapters', etc.

3. Complete your profile:

[Home](#) | [Update Your Profile](#) | [Change Your Password](#) | [Tax Rules & Awardees' Responsibilities](#) | [Log Out](#)

Online Awards Applications Profile

Please update your profile below. All fields marked with * are required for awards applications.

E-mail Address*	ahood@the-aps.org
First Name*	Allison
Middle Name	
Last Name*	Hood
Institution*	APS
Department	
Address*	9650 Rockville Pike
City*	Bethesda
State/Province	Maryland (US/Canada)
or Province	
Zip/Postal	20814 *State/province and zip/postal required for USA & Canada
Country*	USA

Please list your HOME institution, not the institution where you plan to conduct your summer research

4. If you are a first generation student, please answer “Yes” to the following question and specify in the text box:

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.

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

[Home](#) | [Update Your Profile](#) | [Change Your Password](#) | [Tax Rules & Awardees' Responsibilities](#) | [Log Out](#)

Online Awards Applications

Your profile has been updated!

PLEASE NOTE: Your logged in session will time out after 3 hours of inactivity. This means that if you are on a single page for more than 3 hours, no changes to that page will be saved. You must click an update button or navigate to another page to keep the session alive. There will be a 5 minute popup message warning when your 3 hours is about to expire.

Please LOG OUT when you are done.

Scoring Committee Options

- [View Your Committee's Awards](#)

Your Awards Applications

DO NOT USE YOUR BROWSER'S BACK AND FORWARD BUTTONS DURING THE SUBMISSION PROCESS!

Some awards do not allow nominations, others only allow nominations, and others allow either. Depending on your choice below and 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](#)

6. Under “Choose award to apply for” select “**2018 Undergraduate Summer Research Programs.**”

[Home](#) | [Update Your Profile](#) | [Change Your Password](#) | [Tax Rules & Awardees' Responsibilities](#) | [Log Out](#)

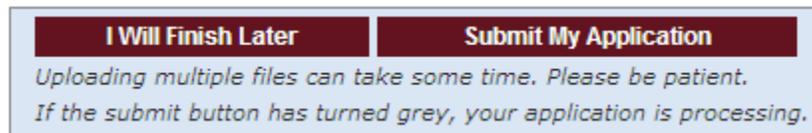
Online Awards Application: STEP 2

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

Choose award to apply for

[Continue Application](#) [Read About Award](#)

7. Click **“Continue Application”** and answer the questions and upload your PDF documents.
8. Submit your application now or later. When you are done, you have one of two options to select 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 for consideration into the program. However, if necessary, applicants can still edit their application until the online system closes on the application deadline.



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. Select the award name and click **“Update Application”** to continue completing your application.

Your Awards Applications

DO NOT USE YOUR BROWSER'S BACK AND FORWARD BUTTONS DURING THE SUBMISSION PROCESS!

Open awards applications you have applied for:

2018 Undergraduate Summer Research Programs ▼ **Update Application** ←

Some awards do not allow nominations, others only allow nominations, and others allow either. Depending on your choice below and 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

3. Refer to Step 3, #7 for instructions on saving or submitting your application.

For additional questions, please contact one or more of the following individuals:

- **Allison Hood**, Program Coordinator, Undergraduate Programs (All programs)
ahood@the-aps.org; 301-634-7233
- **Brooke Bruthers**, Senior Program Manager, Diversity Programs (IOSP and STRIDE)
bbruthers@the-aps.org; 301-634-7226
- **Jessica Taylor**, Senior Program Manager, Higher Education Programs (UGSRF and UGREF)
jtaylor@the-aps.org; 301-634-7787