

## 2018 International Opportunity Program Guidelines for Applicants

### **COMPLETING THE APPLICATION FORM**

Applications for funding through the International Opportunity Program (IOP) must be made online at [www.the-aps.org/awardapps](http://www.the-aps.org/awardapps).

### **TITLE OF THE EVENT**

Please provide the title of the event and indicate whether it is a course, a workshop or a symposium.

### **BRIEF DESCRIPTION OF THE EVENT**

In 10 lines or less, describe the event. Include a brief summary of the objectives of the course/workshop/symposium, including who will be the primary beneficiaries and what will be achieved. Note: Applications that request funding only for symposia that occur over half a day or less of a conference will not be supported.

### **ORGANIZER DETAILS**

Please provide names, affiliations and postal and email addresses for all of the people who are involved in organizing the event, including the Primary Organizer. The Primary Organizer (Applicant) must be an APS member in good standing. All correspondence relating to the application will be sent to the Primary Organizer, who should provide his/her telephone and facsimile numbers in addition to the other contact information requested.

### **EVENT DETAILS**

Date: When will the course/workshop/symposium be held?

Venue: Indicate where the event will be held and what facilities are available. What benefits are expected from holding the event at the proposed location?

Purpose: What is the purpose of the course/workshop/symposium?

Total Budget: Provide a detailed list of income and expenditure items with actual / estimated costs in US dollars.

Budget items to be supported by the IOP: Indicate which costs (for example, travel, lodging, meals) will be supported by funding from the IOP and present a short justification for each expenditure. Identify who will be supported (for example, speakers, organizers or students). In general, support for International students, post-doctoral fellows, and young scientists will be viewed more favorably than support for travel and accommodation for speakers from the US.

Other sources of funding: Evidence that the organizers are seeking or have obtained institutional or other support for the event will be viewed very favorably. Additional support could come from Federal, State or Local Governments, Charities, Universities, Industry, etc. This support could be in the form of provision of audiovisual requirements, accommodation, time and effort of personnel or matching travel support. On the application form, list the support that has been requested or obtained (either financial or in kind) from other sources. Letters confirming support from officials representing the supporting organization(s) must be included with the application form. Submit the letters of support by uploading a .pdf containing the letters. The .pdf containing the letters of support will be automatically linked to the application form.

Fees: Will any fees be charged to registrants for the course/workshop/symposium? How will these fees be used to offset the cost of the event?

#### ***SUBMISSION OF THE APPLICATION***

**Applications must be submitted online at [www.the-aps.org/awardapps](http://www.the-aps.org/awardapps)** (paper applications will not be accepted) before the deadline of June 30th.

#### ***RECEIPT DATES AND FUNDING TIMELINE***

**Deadline for the receipt of applications** is June 30th for funding in the following calendar year. Applications are reviewed by members of the International Physiology Committee. Funding decisions will be announced in January of the award year.

#### ***FINAL REPORT AND REIMBURSEMENT OF EXPENSES***

Upon completion of the course/workshop/symposium, a full report **must** be submitted to the APS office. The report should describe how the course/workshop/symposium fulfilled its proposed goals. Any specific changes from the originally proposed schedule/focus should be clearly outlined. A copy of the final program should accompany the final report. In addition, the final report should include information about how funds were allocated and identify to whom APS should send payment.

Applicants must submit the final report and final program as an Adobe Acrobat file. Save the .pdf as "IOP Year\_Surname of Primary Organizer\_Final Report.pdf" (e.g. "IOP2016\_Smith\_Final Report.pdf). Attach the .pdf to an email and send the email to the APS Executive Office, attention Esther Samuel at [esamuel@the-aps.org](mailto:esamuel@the-aps.org). Reimbursement will be made once the final report has been received.