

# American Physiological Society Fellowships HOST APPLICATION INSTRUCTIONS

**Online application deadline is February 1**  
***Late or incomplete applications will not be reviewed.***

APS is opening the Summer Undergraduate Research Fellowship applications and the review process with the intent of the program moving forward as planned. However, the Society reserves the right to cancel the program at any time due to the coronavirus pandemic. Thank you for your understanding.

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

## Instructions

1. Please make sure the student applicant has **your contact information** (including name, title, department, institution, email, and phone).
2. Make sure you are an **APS member in good standing** (have paid your dues for the application deadline year). To check your status, please [login](#) to the APS membership database. To apply for membership, please visit the [APS Membership](#) page.
3. Print and sign the **Research Host EB Compliance Form** (See Appendix A).
4. Prepare a PDF of the **Research Host Questions** (See Appendix B).
5. Prepare a **PDF letter of recommendation** for the student applicant. Please have your student applicant enter your email address on the form under "Recommendation Letter-Confidential" to have the system request you to upload the letter.
  - a. **NOTE:** To the extent possible, this letter should rank this student in comparison to other students at similar levels. It should describe the basis or factors that resulted in an invitation to this student to work in your laboratory. The letter should also comment specifically on the student applicant's career aspirations and the stage of development of those aspirations.
6. Check your email Inbox or Spam Folder for a message from [awards@physiology.org](mailto:awards@physiology.org) requesting you to upload your letter of recommendation and/or the Research Host Questions.

## Appendix A

### APS Summer Undergraduate Research Fellowship Research Host Compliance Form APS Annual Meeting

**To:** Margaret Stieben, Senior Program Manager, Education Programs

**From:** \_\_\_\_\_

One of the culminating activities for APS summer undergraduate research fellows is attending and presenting at the APS' Annual Meeting. This experience can be overwhelming for undergraduates who have never attended a scientific meeting. APS works to provide information to undergraduates before the meeting and sessions to help them make the most of this experience.

HOWEVER, it is critical that the research host do his/her part in preparing their research fellows to attend the meeting AND providing mentorship for them at the meeting. As a potential APS summer undergraduate research host, please indicate that you...

- ☐ Agree to help prepare my undergraduate fellow to attend the APS Annual Meeting. This includes:
  - discussing submitting an abstract to the meeting,
  - working with him/her to submit the abstract by the deadline,
  - coaching him/her in preparing a poster and practicing his/her poster presentation,
  - ensuring my undergraduate fellow has made appropriate travel plans and has adequate resources to attend the meeting, and
  - discussing professional behavior and etiquette at scientific meetings.
- ☐ Agree to mentor my undergraduate fellow at the APS Annual Meeting. If I am unable to attend the meeting, I will provide APS with a contingency plan, including identifying an appropriate colleague whom I will recruit to serve as a contact point for my fellow.

**Student Applicant Name:** \_\_\_\_\_

**Host Name:** \_\_\_\_\_

**Host Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Appendix B

**Instructions:** Prepare a **single PDF document** with the following information included in it (please include the questions as headers). **NOTE:** You may either give it to the student applicant to upload OR ask them to enter your email address in the online application so that you can upload it.

### Questions for the Research Host:

1. APS Membership Number
2. Years at your current institution
3. Describe your general areas of expertise and research activity
4. List of four recent publications that are representative of your current work/interests (please list full citation)
5. Provide a general description of your **research laboratory** (i.e., facilities, personnel, number of other undergraduate/graduate students, collaboration of another faculty)
6. Describe the **project or experiments** in which the student will be involved. To the extent possible, please delineate what you anticipate will be the student's responsibilities and activities contributing to the completion of this project. (If the student has already begun work on this project, also describe the activities and progress to date.) Be sure to include a statement that **IACUC or IRB approval** has been obtained for the proposed summer project (if applicable).
7. Describe how you **personally plan to interact** with the student. **NOTE: If you plan to be absent for any period of time longer than one (1) week, please indicate when you will be gone and who will be supervising the student. If there is no one to supervise the student while you are gone, then please do NOT have the student apply for the fellowship with you as the research host.**
8. Describe in detail the **Responsible Conduct of Research (RCR) training** you will provide for the student (e.g., Research integrity, care & use of animals, conflicts of interest, responsible authorship, human subject protection, data acquisition & management, peer review, collaborative science, mentoring, lab safety, intellectual property).
9. List the grant or resources that are available to support this work (indicate source and amount).
10. **If you are a co-PI on a grant, the PI on the grant must agree to make funds available to this student.**
11. Do you anticipate that this project will be completed during the summer, or is it expected or required that the student will continue to work in your lab during the subsequent semester(s)?
12. One of the purposes of this program is to excite and encourage this student to pursue a career involving physiological research. Aside from the student actually doing research and assisting with the collection of experimental data, do you have any other activities planned over the summer that might enhance the professional development of this student? **NOTE: The sponsor should indicate how s/he will meet with the student to identify their personal and professional goals and determine how those goals can be addressed during the time in the lab. This should include clear and specific plans for how to make these enhancement experiences valuable for the student, including (but not limited to) training and/or mentorship regarding participation in these experiences. The plan includes information on assessing whether or not the student's summer research goals have been met.**

13. Describe what prior experience have you had with undergraduate and pre-doctoral students.

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

- **Scarletta Whitsett**, Awards and Events Manager  
[swhitsett@physiology.org](mailto:swhitsett@physiology.org)
- **Margaret Stieben**, Senior Program Manager, Education Programs  
[mstieben@physiology.org](mailto:mstieben@physiology.org)