American Physiological Society

Summer Undergraduate Research Fellowship

STUDENT APPLICATION INSTRUCTIONS

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.

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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 program to determine if you are eligible to apply:

Summer Undergraduate Research Fellowship (SURF)

- **Undergraduate Year:** 1st-year through 3rd-year undergraduate student 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 nine (9) calendar months of research experience in a physiology laboratory
- **APS Membership:** Not required
- **Research Host:** Must be an APS member in good standing
- **Citizenship:** There is no citizenship requirement
- **Website:** https://www.physiology.org/UGSRF (see Eligibility Criteria)

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, contact Kristine Vowels (kvowels@physiology.org) who will identify APS members in your area. The program staff will contact the member and, if approved by the member, will send you their contact information to you. Your research host must be an APS member in good standing.

2. **Write a description of your research project.**
   a. Your research project description should be no longer than 500 words, be written by you, 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.

c. **Research descriptions that are longer than 500 words will disqualify your application and it will not be reviewed.**

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 one-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 of the APS member researcher who will host you in their lab.

5. **Request two letters of recommendation.**
   a. One letter **must be** from the research host that you propose working with over the summer and the second from another a faculty member at your home institution. 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 nine (9) months in a research lab at the time of application?
q.   Describe previous or current research involvement (include length of time) with this researcher
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.   How did you hear about this fellowship opportunity?

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

    1. Go to: https://apps.the-aps.org/awardapps/

Online Awards Applications Login

Welcome!

- We have integrated the APS Awards System with the APS membership database (main APS account login system).
- When you click "Log In with Your APS Account" below, you will be directed to the main APS account login system.

Follow the Instructions Below if You are a ...

- **Previous User and APS Member**
  Log in to your main APS account with your e-mail address and password.

- **Previous User but NOT an APS Member**
  Log in with your awards account e-mail address as the "User Name" and awards account password.
  If you had multiple existing accounts in the Awards System we have consolidated the records.
  Please use the most recent account email address first. *If that doesn't work, try a different email address.*

- **New User**
  Select "Click here to register" **on the next page** to create a new account.
  To proceed to the next page, select "Log In with Your APS Account" below.

NOTE: PLEASE DO NOT CREATE A NEW ACCOUNT IF YOU ARE A PREVIOUS USER.
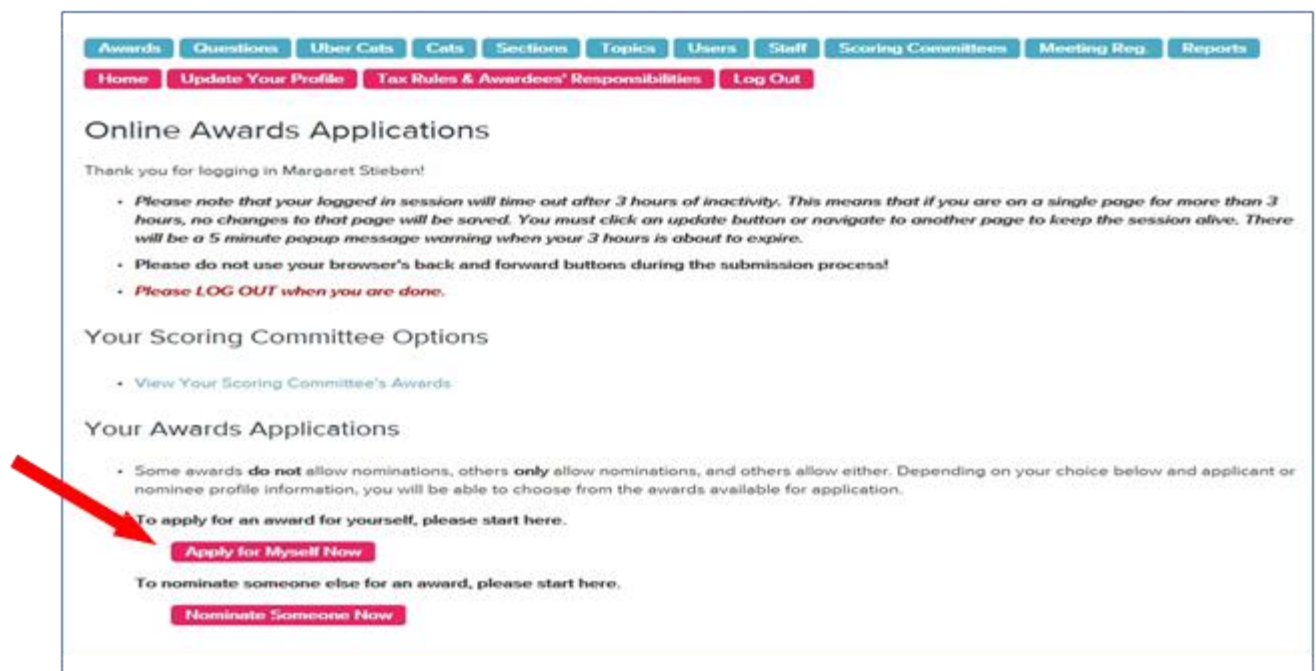Creating a new account may prevent us from recording your award on your profile.
If you can't remember your password, follow the instructions on the next page.
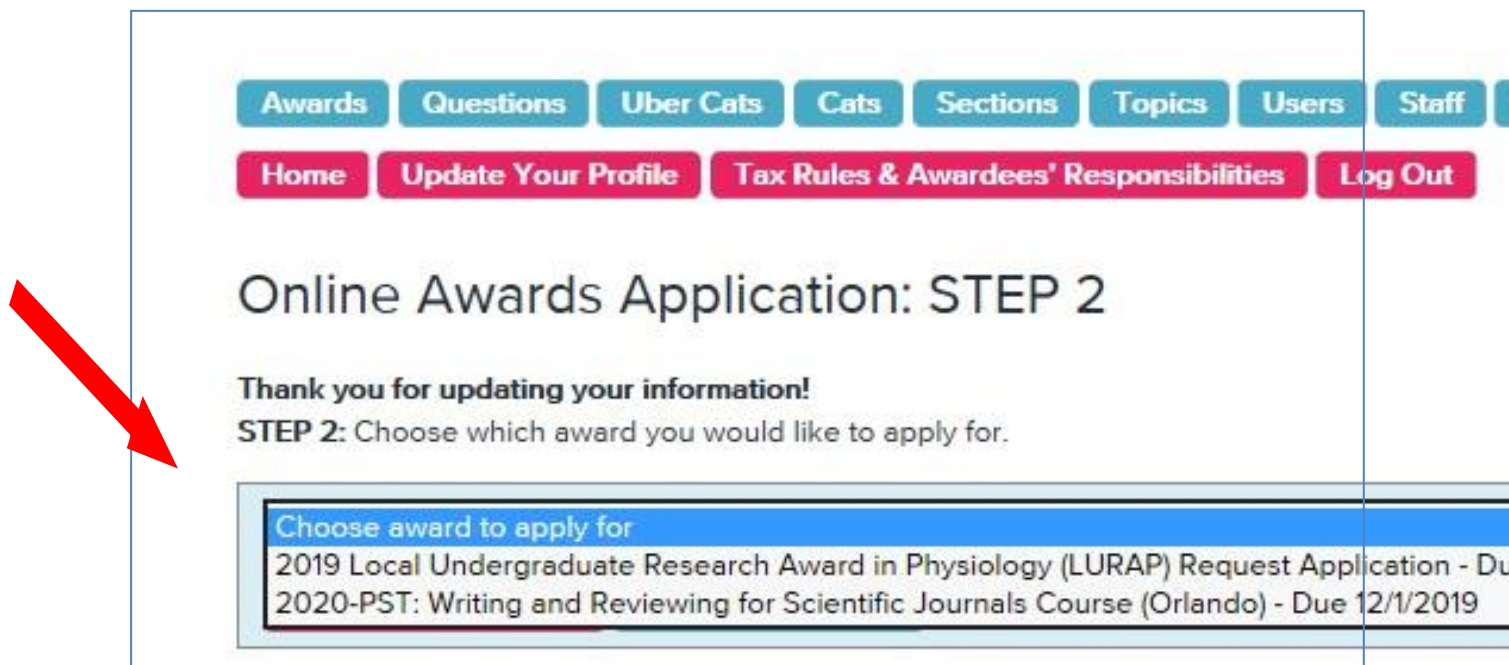
Contact Us

- **Questions about an award or your application?**
  Please email us at awards@the-aps.org and we will get back to you as soon as possible.

- **Issues or problems logging in?**
  Please email us at awardshelp@the-aps.org and we will get back to you as soon as possible.
  Be sure to provide the email address you used in the Awards System, any past email addresses for other APS accounts you may have had, and if you know it, your APS member ID (8-digit number) and/or email address in your APS account.

Log In with Your APS Account

2. Create a profile with your unique email address and a password. Record your password for future use.

3. Complete your profile

4. <u>Do not close this window</u>. Scroll down to the bottom and click the "**Submit**" button. You will be automatically redirected to the Awards page and a snapshot of your profile.

5. Scroll down and click the "**Home**" button to proceed.

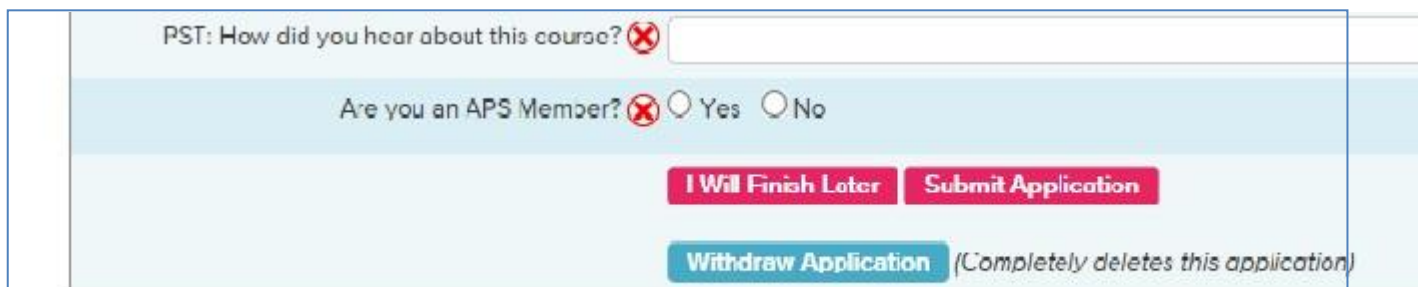6. From the home page, click the **"Apply for Myself Now"** button to apply for an award:

7.. Click the "**Continue**" button to proceed to step 2. Under "Choose award to apply for"
select **"2023 Summer Undergraduate Research Fellowship Program".**
It is NOT listed in the picture below, but you will see it in YOUR list.

8. Click **"Continue Application"** and answer the questions and upload your PDF documents.

9. Submit your application now or later. When you are done, you have three 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 below).

    b. **Submit 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.

    c. **Withdraw Application:** If you do not wish to apply for this award, please click the "Withdraw Application" button to completely delete your application.

B. Returning to a saved session

1. Login with your email and password at:
    https://apps.physiology.org/awardapps/login/index.cfm

2. If you've already started an application, you should see it listed on the main Award page once you've logged in. Select the award name from the drop-down list (if applicable) 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, #9 for instructions on saving or submitting your application.

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

- **Kristine Vowels**, Project Coordinator, Digital Learning & Career Specialist kvowels@physiology.org

- **Margaret Stieben**, Director, Learning & Career Development
  mstieben@physiology.org

- **Scarletta Whitsett**, Manager, Awards
  swhitsett@physiology.org