

# HOW TO APPLY GUIDE

## 2020 Writing and Reviewing for Scientific Journals Live Course

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

### I. What you need BEFORE applying online:

1. **Familiarize yourself with the course cost and program information available at:** <http://www.the-aps.org/pst/writingworkshop>
2. **Prepare a Biosketch** (2-page, NIH style)
  - a. A biosketch form and sample may be found here:
    - i. MS Word Version: <http://grants.nih.gov/grants/funding/2590/biosketchsample.doc>
    - ii. PDF Version: <http://grants.nih.gov/grants/funding/2590/biosketchsample.pdf>
3. **Prepare an application letter** (1-page)
  - a. The letter must include the following:
    - i. Your background and research area (1 paragraph),
    - ii. Current progress toward your degree,
    - iii. Future plans, and
    - iv. Why you want to take this course.
4. **Prepare the abstract for your first-author draft manuscript**
  - a. Be sure to include the Abstract Title and Author(s)
5. **Arrange for your advisor to submit a letter of recommendation**
  - a. Request a letter of recommendation that will be directly submitted online by your advisor. The letter of recommendation *must include* the following:
    - i. Recommendation for you to attend the short course
    - ii. Willingness to provide support for you to complete the pre-course assignments
    - iii. Permission for you to discuss your unpublished data with the other trainees in your small group and your group leader (all course participants sign a confidentiality agreement prior to entering the course)
    - iv. Statement of your current academic level (graduate student, post-doc, etc.)
  - b. **You will provide the e-mail address of your advisor in your application.** An email will be sent directly to your advisor requesting the letter of recommendation.
  - c. The letter of recommendation must be completed and signed on institutional letterhead. **You are responsible for checking your application to ensure this letter is submitted.**

ALL components must be uploaded no later than **December 1, 2019**.  
Do you have questions about the program and/or the online application system?  
Visit [the-aps.org/PST/WritingWorkshop](http://the-aps.org/PST/WritingWorkshop) or  
E-mail Margaret Stieben, Program Manager, [mstieben@the-aps.org](mailto:mstieben@the-aps.org)

## II. Applying on the APS Online Awards Application System

### A. Logging on for the FIRST TIME

1. Go to: [APS award site](#)
2. Create a profile with your unique email address and a password. Record your password for future use.

#### 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](mailto: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](mailto: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](#)

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

### Online Awards Applications

Thank you for logging in Margaret Stieben!

- Please note that 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 do not use your browser's back and forward buttons during the submission process!
- Please LOG OUT when you are done.

### Your Scoring Committee Options

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

### Your Awards Applications

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

4. Complete your profile.

Citizenship\*  \*Required (if other:

APS Member?\*  Yes  No Member ID

APS Section

Ed/Professional\*   
The Educational/Professional level you select determines award application eligibility. Please select carefully.

Degree Received\*  Year Received\*

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

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.

Be sure to provide information on gender as we need this information for room assignments.

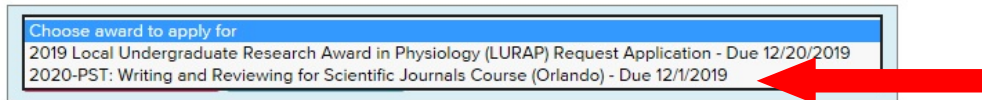
5. Under “Choose award to apply for,” select the “2020 PST: Writing and Reviewing for Scientific Journals Course (Orlando)”



## Online Awards Application: STEP 2

Thank you for updating your information!

STEP 2: Choose which award you would like to apply for.



6. Click “Continue Application” and answer the questions and upload your PDF documents.
7. When you are done, you have one of two options to select at the bottom of the online form:
- I Will Finish Later:** This option saves your entries, and you can return to this saved session if you logout of the system (see #7 B below in this Guide).
  - Submit My Application:** This option saves your entries and notifies the APS Education & Member Communities 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.

PST: How did you hear about this course?

Are you an APS Member?  Yes  No

A red arrow points to the "Submit Application" button.

## ***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.

### **Your Awards Applications**

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

Open awards applications you have applied for:

**Update Application**



3. See previous page of this Guide for saving or submitting your application.

ALL components must be submitted or uploaded no later than **December 1, 2019**.

Do you have questions about the program and/or the online application system?

Visit [the-aps.org/PST/WritingWorkshop](https://www.the-aps.org/PST/WritingWorkshop) or

E-mail Margaret E. Stieben, Program Manager, [mstieben@the-aps.org](mailto:mstieben@the-aps.org)