



## Women in Physics Group Grant Proposal Guidelines

Follow these steps to complete your WiP Group Grant proposal. Please save your application materials as a single PDF document.

### Step One

Create your cover sheet. Be sure to include:

1. Applicant's name, address, phone number, and email
2. Names of your WiP group, department, and college/university
3. Faculty advisor's name, address, phone number, and email
4. Total amount of funding requested
5. Whether your group is recognized as a student organization by the department or college/university

***For existing groups only (if you are forming a new group, skip these):***

1. List of group officers and whether they are APS members
2. Date the group was established
3. Estimate of current membership and/or event participation

### Step Two

Save the following in a single PDF document:

1. Cover Sheet from Step One.
2. Brief summary (one page or less) of the leadership structure of your group, including each position's responsibilities and how leadership is transferred.
3. Narrative description (up to two pages) that lists the activities of your group, how these reflect the goals of the WiP program, and the impact on your campus.
4. Budget sheet (one page) that lists the funding amount(s) requested and a short justification for each amount (e.g., "We request \$200 to provide refreshments for our scientific journals club. Our monthly meetings average about 10 participants.").
5. Letter of support from a faculty advisor who is also an American Physical Society (APS) member.
6. Letter of support from your department chair (if different from the faculty advisor), addressing how the department will help sustain the program.
7. Plan to become an official student club, if applicable.

When ready, submit your completed proposal at [go.aps.org/wipgrants](http://go.aps.org/wipgrants). If you have any questions, please contact [women@aps.org](mailto:women@aps.org). Thank you for your interest in a Women in Physics Group Grant.