

APS INNOVATION FUND



Guidelines for APS Staff

Proposal Submission

- Any APS member or APS Staff member is eligible to apply for an Innovation Fund grant.
- Preliminary proposals of approximately 1 page are due March 18, and each pre-proposal submission must identify a “potential partnering Unit or Committee.” In this inaugural year, partnering simply means that we would like the Unit or Committee to provide their perspective on the merits of any proposal that has identified them as a potential partner (for details and pre-proposal application: [if](#))
- An intention of the Innovation Fund is to foster creative partnerships between APS members and APS staff, so we encourage staff who are interested in submitting a proposal to reach out to members who might be included as additional “Project Leads” in the pre-proposal.
- Following March 18, the proposals will be forwarded to appropriate APS staff for comment. APS staff will be asked to write a short 1-2 paragraph commentary on the staffing implications of the project, integration with existing activities, and feasibility of the project. Staff are asked not to advocate (for or against) projects but should provide realistic advice from their perspective to help advise the Review Committee. These written reviews are due on March 25 and should be submitted to the *if* Program Manager to IF@aps.org.
- Staff are free to determine their own process for review and commentary. For your reference, the *if* Review Committee will be considering the following criteria when examining the pre-proposals:
 - **Relevant:** Aligns with the [APS Strategic Plan](#)
 - **Beneficial:** Advances the interests of the physics community
 - **Innovative:** Enables creative ideas that are not a continuation of current activities
 - **Measurable:** Provides clear metrics for assessing the expected results
- The *if* Review Committee will advance up to 10 proposals to the full application stage, with a deadline of June 15. APS plans to support 3 to 5 proposals in this initial round of funding.
- If a staff member is a lead on the proposal or has a perceived conflict of interest with the proposal, they should recuse themselves from commenting on the proposal, and refer the commenting to another knowledgeable staff member.

Questions?

- If a staff member has questions or need additional guidance on the selection process, they can contact the *if* Program Manager, Janay Oliver, at if@aps.org