



## ***Guidelines for Units and Committees***

### ***Proposal Submission***

- Any APS 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](#))
- Pre-proposals will be forwarded to the Unit or Committee identified in the application. Units or Committees will have until March 25 to provide a brief commentary (1-2 paragraphs) on the proposal
- Unit or Committee leadership 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 member of the Executive Committee of a Unit or Committee member is a lead on the proposal or has a perceived conflict of interest with the proposal, they should recuse themselves from a decision by the Unit or Committee on whether to support the proposal.

### ***Questions?***

- If a member of a Unit or Committee has questions or need additional guidance on the selection process, they can contact the ***if*** Program Manager, Janay Oliver, at [if@aps.org](mailto:if@aps.org)