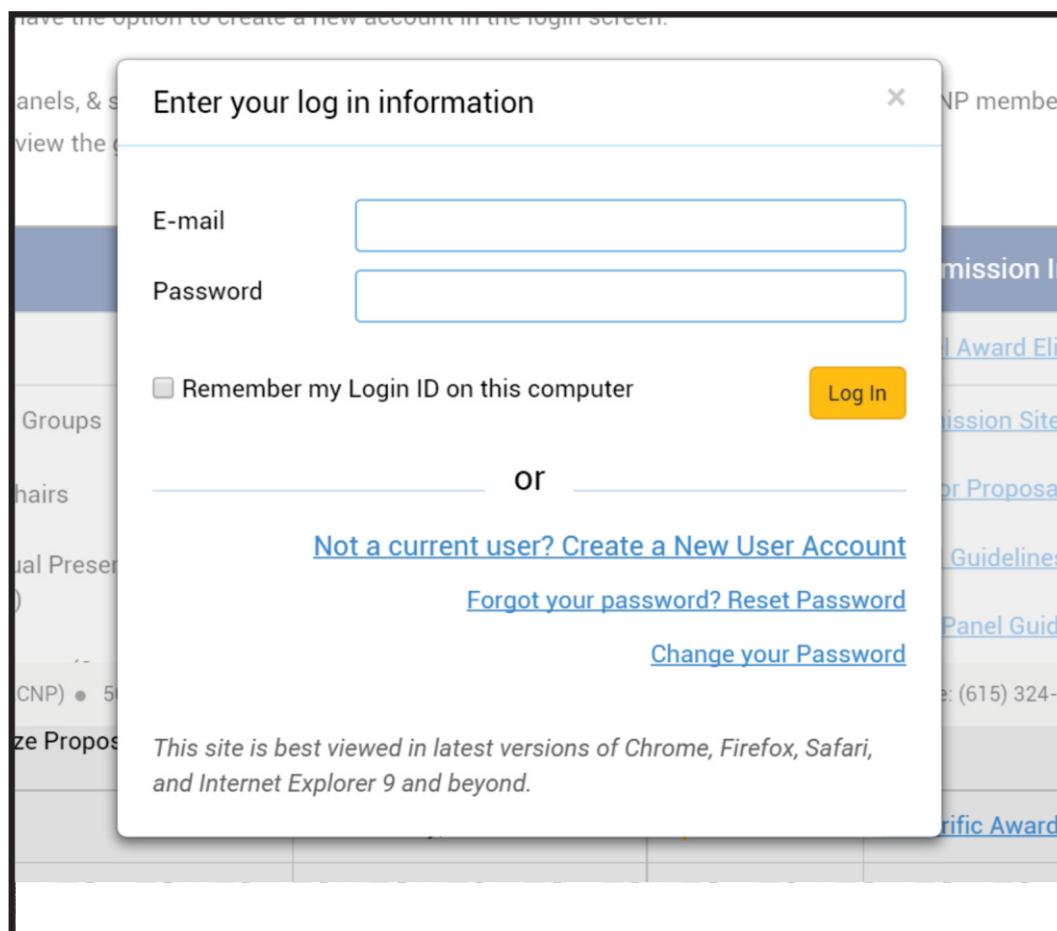


# SOBP Annual Meeting Travel Fellowship Awards Submission Site User Guide

Visit <http://sobp.societyconference.com>




Clicking Log In will open the below pop-up window.



# SOBP Annual Meeting Travel Fellowship Awards Submission Site User Guide

Visit <http://sobp.societyconference.com>

Click the Submissions tab.



The screenshot shows the top navigation bar with the "Submissions" tab selected. Below the navigation bar, a large blue arrow points to the "Submissions" tab. The main content area displays a welcome message for the SOBP 73rd Annual Meeting, along with instructions for current members and new users. A yellow button labeled "Access My Dashboard" is visible at the bottom of the main content area.

**SOCIETY OF BIOLOGICAL PSYCHIATRY**  
73RD ANNUAL MEETING • MAY 10-12, 2018 • HILTON MIDTOWN • NEW YORK, NY

Welcome SOBP

Submissions  
SOBP 73rd Meeting

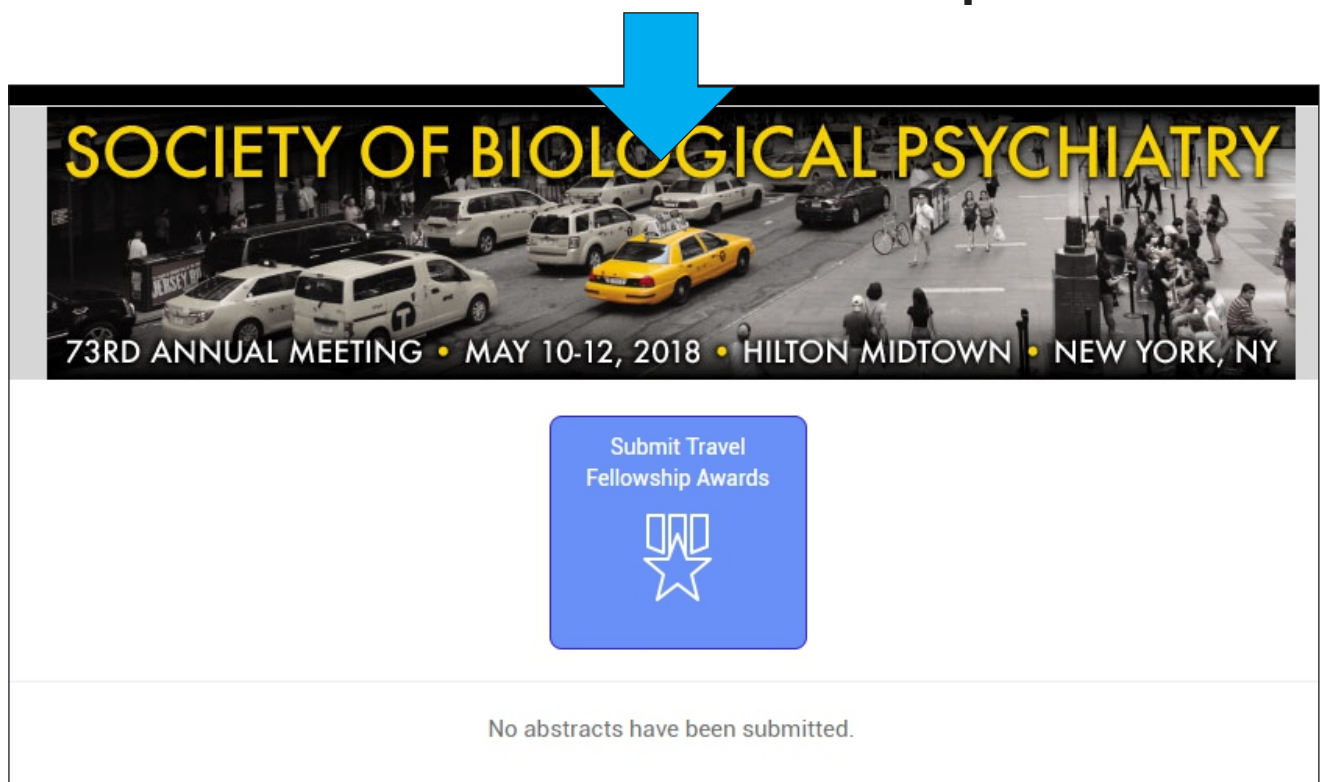
Welcome to the  
SOBP 73<sup>rd</sup> Annual Meeting

**Current SOBP Members/Account Holders:** Click the Log In button. Please note, you will be asked to update your profile upon logging in. This will only occur the first time you log in. Once your profile is updated, please click "Access my Dashboard" to proceed with a submission.

**If you are a new user,** click the "New User? Create a User Account" to set up a profile. Next click, "Access my Dashboard" to submit or update an award submission or abstract submission.

Access My Dashboard

Select Submit Travel Fellowship Awards



The screenshot shows the "Submit Travel Fellowship Awards" button highlighted with a large blue arrow. The button is blue with white text and a white star icon. Below the button, the text "No abstracts have been submitted." is displayed.

**SOCIETY OF BIOLOGICAL PSYCHIATRY**  
73RD ANNUAL MEETING • MAY 10-12, 2018 • HILTON MIDTOWN • NEW YORK, NY

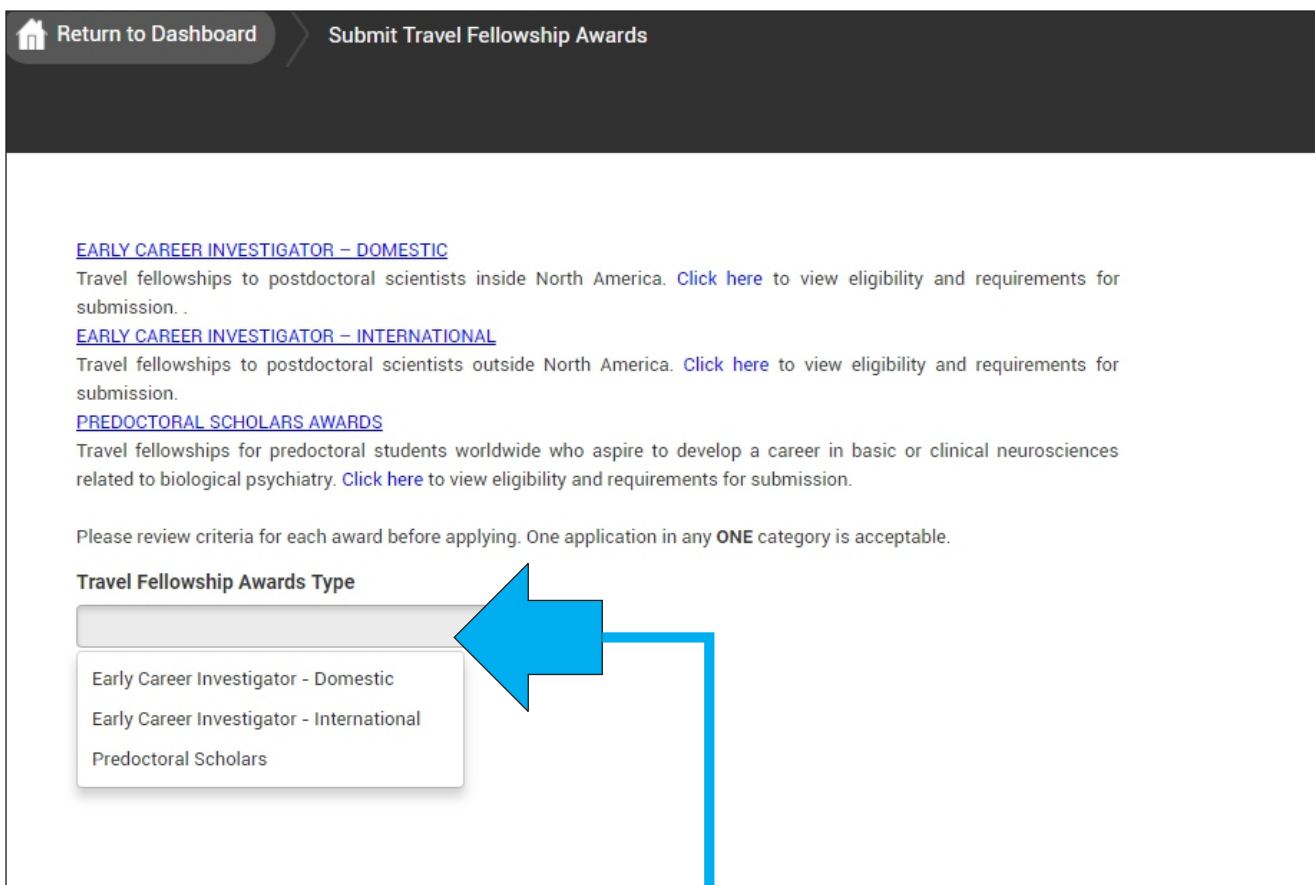
Submit Travel  
Fellowship Awards

No abstracts have been submitted.

# SOBP Annual Meeting Travel Fellowship Awards Submission Site User Guide

Visit <http://sobp.societyconference.com>

Select the award type.



The screenshot shows a web interface for submitting travel fellowship awards. At the top, there is a navigation bar with a home icon and the text 'Return to Dashboard' on the left, and 'Submit Travel Fellowship Awards' on the right. Below this, the page lists three award categories with their respective descriptions and links to view eligibility and requirements:

- EARLY CAREER INVESTIGATOR – DOMESTIC**: Travel fellowships to postdoctoral scientists inside North America. [Click here](#) to view eligibility and requirements for submission.
- EARLY CAREER INVESTIGATOR – INTERNATIONAL**: Travel fellowships to postdoctoral scientists outside North America. [Click here](#) to view eligibility and requirements for submission.
- PREDOCTORAL SCHOLARS AWARDS**: Travel fellowships for predoctoral students worldwide who aspire to develop a career in basic or clinical neurosciences related to biological psychiatry. [Click here](#) to view eligibility and requirements for submission.

Please review criteria for each award before applying. One application in any **ONE** category is acceptable.

**Travel Fellowship Awards Type**

A dropdown menu is open, showing three options: 'Early Career Investigator - Domestic', 'Early Career Investigator - International', and 'Predoctoral Scholars'. A large blue arrow points from the right towards the 'Early Career Investigator - Domestic' option.

For the Domestic Award Guidelines click [here](#).  
[To view the entire application, click here.](#)

For International Award Guidelines click [here](#).  
[To view the entire application, click here.](#)

For Predoctoral Scholar Guidelines click [here](#).  
[To view the entire application, click here.](#)

# SOBP Annual Meeting Travel Fellowship Awards Submission Site User Guide

Visit <http://sobp.societyconference.com>

## Complete the Domestic Award Application.

[Save Submission](#) [Submit Early Career Investigator - Domestic](#)

### Early Career Investigator - Domestic Questions

- 1 Attestation \***

Please read the [eligibility requirements](#) and attest you qualify for the Early Career Investigator Domestic award.

I attest that I have read the eligibility requirements and qualify to receive a fellowship.
- 2 Scientific Interest \***

Select the most appropriate area of scientific interest.

Basic Research  
 Clinical Research  
 Translational Research
- 3 Last Degree Awarded \***

Enter the last degree you have been awarded.
- 4 Year Degree Awarded \***

Enter the year your last degree was awarded.
- 5 Awarding Institution Name \***

Enter the awarding institution below.
- 6 Year Residency or Fellowship Completed \***

Enter the year of residency or fellowship completed.
- 7 Career Timeline \***

Choose the timeline which describes where you currently are in your career.

Early (1-5 years post terminal research degree or medical residency)  
 Advanced (6-10 years post terminal research degree or medical residency)
- 8 Current Position \***

Choose the position which describes where you currently are in your career.

Postdoctoral Fellow  
 Resident PGY1  
 Resident PGY2  
 Resident PGY3  
 Resident PGY4  
 Instructor  
 Assistant Professor  
 Other  
 N/A
- 9 Grants \***

Do you have other grants or funding available to support your travel to the SOBP meeting?

Yes  
 No

**From the information listed on your CV/Biosketch**
- 10 Grants \***

How many research grants have you secured?
- 11 Publications \***

How many publications are you listed as the first author in peer-reviewed journals?
- 12 Honors and Awards \***

How many honors and awards have you received?
- Sponsor Information**
- 13 Sponsor \***

Please search for your sponsor by typing their name or email in the below box.

  
Search for person  
**Cannot find the person? [Add a new record.](#)**
- 14 Sponsor Phone \***

Enter your sponsor's phone number in the box below.
- Uploads:**
- 15 Personal Career Statement (PDF) \***

Please upload your personal career statement with your name in the top-right corner

[Upload](#) ⓘ  
max file size: 8 MB
- 16 Nomination Letter (PDF) \***

Please upload a letter of nomination by your Department or Program Chair or faculty mentor

[Upload](#) ⓘ  
max file size: 8 MB
- 17 Biosketch or CV (PDF) \***

Please upload a 5-page NIH biosketch or short CV not to exceed 6 pages

[Upload](#) ⓘ  
max file size: 8 MB
- 18 Waiver Request for more than 10 years past Completing Terminal Research Degree (PDF)**

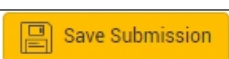
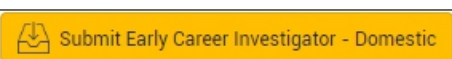
Applicants should be within ten (10) years of completing their terminal research degree or within ten years of completing their medical residency at the time of application. Exceptions will be considered on a case-by-case basis when the applicant provides a compelling reason for prolonged trajectory toward start of scientific career. Please upload a single PDF file explaining why you are requesting a waiver to the 10 year rule.

[Upload](#) ⓘ  
max file size: 8 MB

# SOBP Annual Meeting Travel Fellowship Awards Submission Site User Guide

Visit <http://sobp.societyconference.com>

Complete the International Award application.

 Save Submission  Submit Early Career Investigator - Domestic

## Early Career Investigator - International Questions

- 1 Attestation \***

Please read the [eligibility requirements](#) and attest you qualify for the Early Career Investigator Domestic award.

I attest that I have read the eligibility requirements and qualify to receive a fellowship.
- 2 Scientific Interest \***

Select the most appropriate area of scientific interest.

Basic Research  
 Clinical Research  
 Translational Research
- 3 Last Degree Awarded \***

Enter the last degree you have been awarded.
- 4 Year Degree Awarded \***

Enter the year your last degree was awarded.
- 5 Awarding Institution Name \***

Enter the awarding institution below.
- 6 Year Residency or Fellowship Completed \***

Enter the year of residency or fellowship completed.
- 7 Career Timeline \***

Choose the timeline which describes where you currently are in your career.

Early (1-5 years post terminal research degree or medical residency)  
 Advanced (6-10 years post terminal research degree or medical residency)
- 8 Current Position \***

Choose the position which describes where you currently are in your career.

Postdoctoral Fellow  
 Resident PGY1  
 Resident PGY2  
 Resident PGY3  
 Resident PGY4  
 Instructor  
 Assistant Professor  
 Other  
 N/A
- 9 Grants \***

Do you have other grants or funding available to support your travel to the SOBP meeting?

Yes  
 No

From the information listed on your CV/Biosketch
- 10 Grants \***

How many research grants have you secured?
- 11 Publications \***

How many publications are you listed as the first author in peer-reviewed journals?
- 12 Honors and Awards \***


How many honors and awards have you received?
- Sponsor Information**
- 13 Sponsor \***

Please search for your sponsor by typing their name or email in the below box.


  
Search for person  
**Cannot find the person? [Add a new record.](#)**
- 14 Sponsor Phone \***

Enter your sponsor's phone number in the box below.
- Uploads:**
- 15 Personal Career Statement (PDF) \***


Please upload your personal career statement with your name in the top-right corner

  
max file size: 8 MB
- 16 Nomination Letter (PDF) \***


Please upload a letter of nomination by your Department or Program Chair or faculty mentor

  
max file size: 8 MB
- 17 Biosketch or CV (PDF) \***

Please upload a 5-page NIH biosketch or short CV not to exceed 6 pages

  
max file size: 8 MB
- 18 Waiver Request for more than 10 years past Completing Terminal Research Degree (PDF)**

Applicants should be within ten (10) years of completing their terminal research degree or within ten years of completing their medical residency at the time of application. Exceptions will be considered on a case-by-case basis when the applicant provides a compelling reason for prolonged trajectory toward start of scientific career. Please upload a single PDF file explaining why you are requesting a waiver to the 10 year rule.

  
max file size: 8 MB

# SOBP Annual Meeting Travel Fellowship Awards Submission Site User Guide

Visit <http://sobp.societyconference.com>

## Complete the Predoctoral Scholar Award Application.

### Predoctoral Scholars Questions

1

#### Attestation \*

Please read the [eligibility requirements](#) and attest you qualify for the Early Career Investigator Predoctoral Scholar award.

I attest that I have read the eligibility requirements and qualify to receive a fellowship.

2

#### Scientific Interest \*

Select the most appropriate area of scientific interest

- Basic Research
- Clinical Research
- Translational Research

3

#### Last Degree Awarded \*

Enter the last degree you have been awarded

4

#### Year Degree Awarded \*

Enter the year your last degree was awarded

5

#### Awarding Institution \*

Enter the awarding institution below.

6

#### Awarding Institution Address \*

Please enter the address of your awarding institution.

7

#### Program \*

Current program in which you are enrolled.

- MD
- MD PhD
- PsyD, PharmD
- Other

8

#### Grants \*

Do you have other grants or funding available to support your travel to the SOBP meeting?

- Yes
- No

#### From the information listed on your CV/Biosketch

9

#### Grants \*

How many research grants have you secured?

10

#### Publications \*

How many publications are you listed as the first author in peer-reviewed journals?

11

#### Honors and Awards \*

How many honors and awards have you received?

#### Sponsor Information

12

#### Sponsor \*

Please search for your sponsor by typing their name or email in the below box.

*Search for person*

*Cannot find the person? [Add a new record.](#)*

13

#### Sponsor Phone \*

Enter your sponsor's phone number in the box below.

#### Uploads

14

#### Career Statement (PDF) \*

Please upload your personal career statement with your name in the top-right corner

ⓘ

max file size: 8 MB

15

#### Letter of support (PDF) \*

Please upload a letter of support from a faculty member

ⓘ

max file size: 8 MB

16

#### Academic Standing (PDF) \*

Please upload a letter confirming good academic standing

ⓘ

max file size: 8 MB

17

#### Biosketch or CV (PDF) \*

Please upload a 5-page NIH biosketch or short CV not to exceed 6 pages

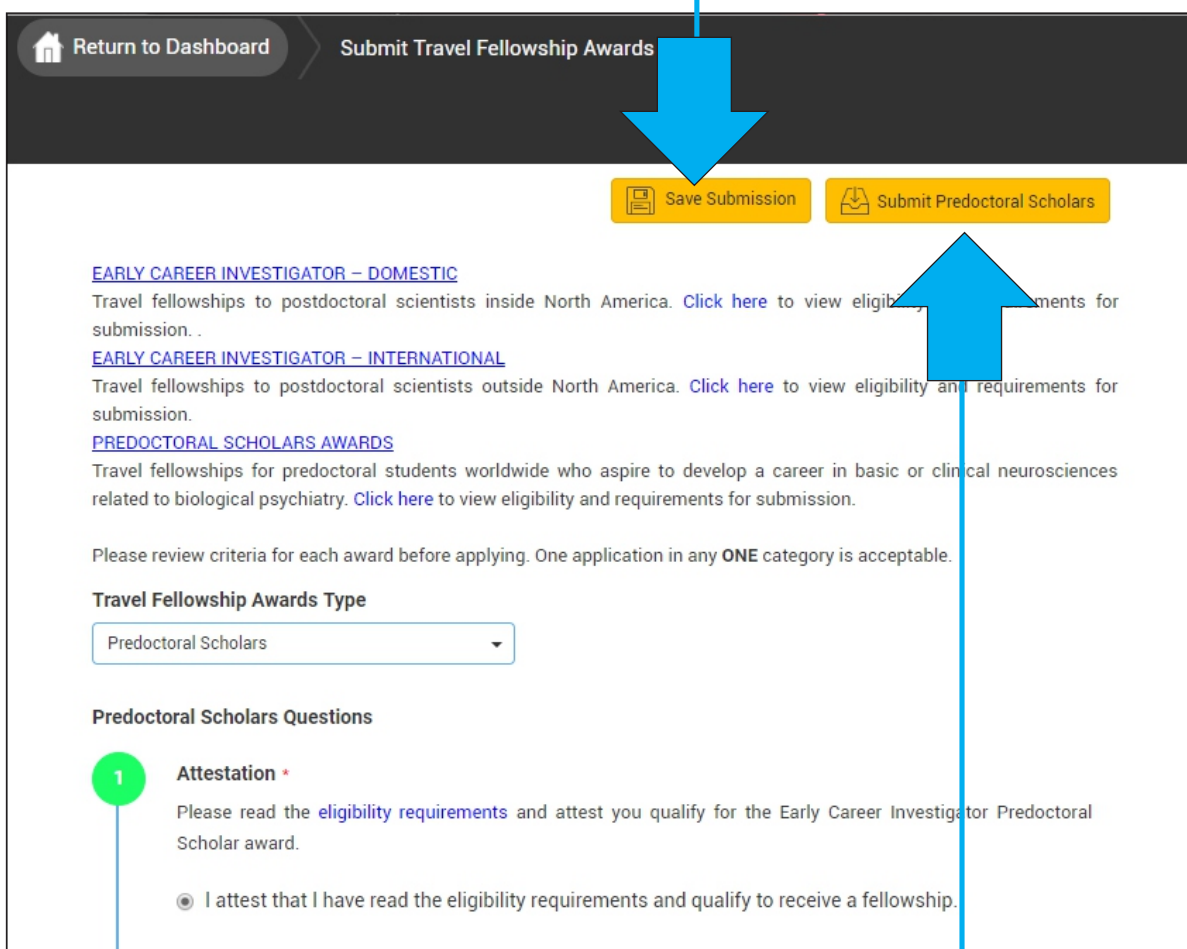
ⓘ

max file size: 8 MB

# SOBP Annual Meeting Travel Fellowship Awards Submission Site User Guide

Visit <http://sobp.societyconference.com>

If you would like to save your application and continue at a later date click the, “Save Submission” button.



The screenshot shows the submission interface for the SOBP Annual Meeting Travel Fellowship Awards. At the top, there is a dark navigation bar with a home icon and the text "Return to Dashboard" on the left, and "Submit Travel Fellowship Awards" in the center. Below this bar, two yellow buttons are visible: "Save Submission" on the left and "Submit Predoctoral Scholars" on the right. A large blue arrow points from the text above down to the "Save Submission" button. Another large blue arrow points from the text below up to the "Submit Predoctoral Scholars" button. The main content area contains three award categories with links to view eligibility requirements: "EARLY CAREER INVESTIGATOR – DOMESTIC", "EARLY CAREER INVESTIGATOR – INTERNATIONAL", and "PREDOCTORAL SCHOLARS AWARDS". Below these is a section for "Travel Fellowship Awards Type" with a dropdown menu currently set to "Predoctoral Scholars". Underneath is a "Predoctoral Scholars Questions" section with a numbered list item "1 Attestation \*". The text for this question asks the user to read the eligibility requirements and attest to their qualification for the award. A radio button is shown as selected next to the statement: "I attest that I have read the eligibility requirements and qualify to receive a fellowship."

If you would like to submit your application for review click the, “Submit (Award Type)” button.