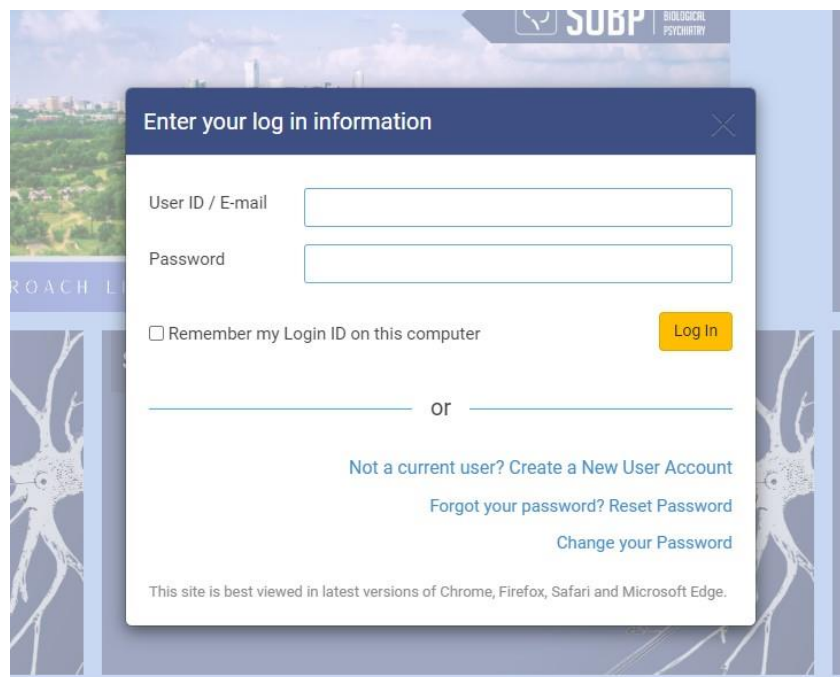


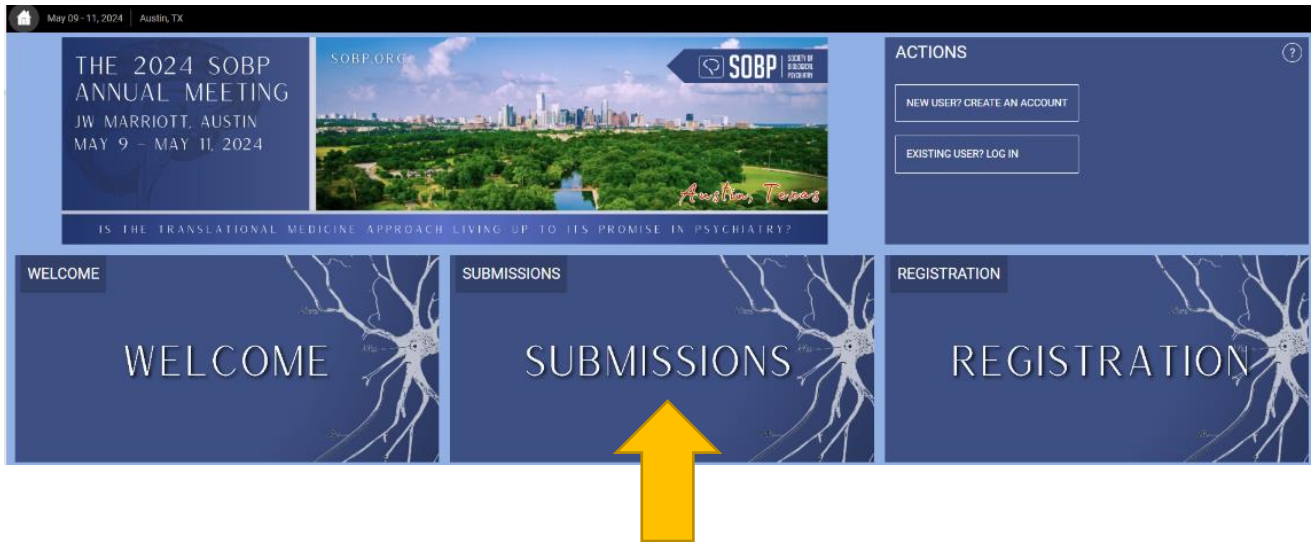
# SOBP Annual Meeting Travel Fellowship Awards Submission Site User Guide

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



**Log-in to your SOBP member account. If you do not know your password, please click "Forgot your Password? Reset Password" and a new password will be emailed.**

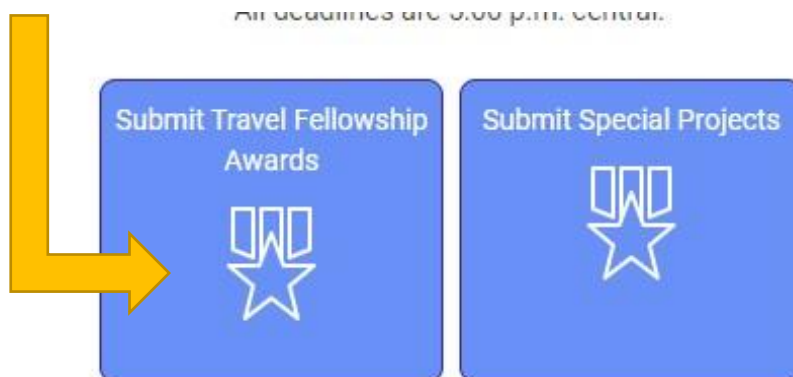




**Click on the “Submissions” card then click  
“Access Submissions Dashboard”**



**Scroll to the bottom of the page and Select  
“Submit Travel Fellowship Awards”**



# SOBP Annual Meeting Travel Fellowship Awards Submission Site User Guide

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

Select the award type.

Travel Fellowship Awards



Early Career Investigator - Domestic  
Early Career Investigator - International  
Predoctoral Scholars

For the Domestic Award Guidelines click [here](#).

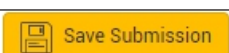
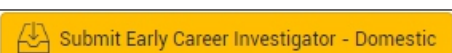
For International Award Guidelines click [here](#).

For Predoctoral Scholar Guidelines 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

  
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 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.

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 Advanced (6-10 years post terminal research degree or medical residency)
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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?
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How many honors and awards have you received?
- Sponsor Information**
- 13 Sponsor \***

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

[Upload](#) ⓘ  
max file size: 8 MB
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Please upload a letter of nomination by your Department or Program Chair or faculty mentor

[Upload](#) ⓘ  
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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 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

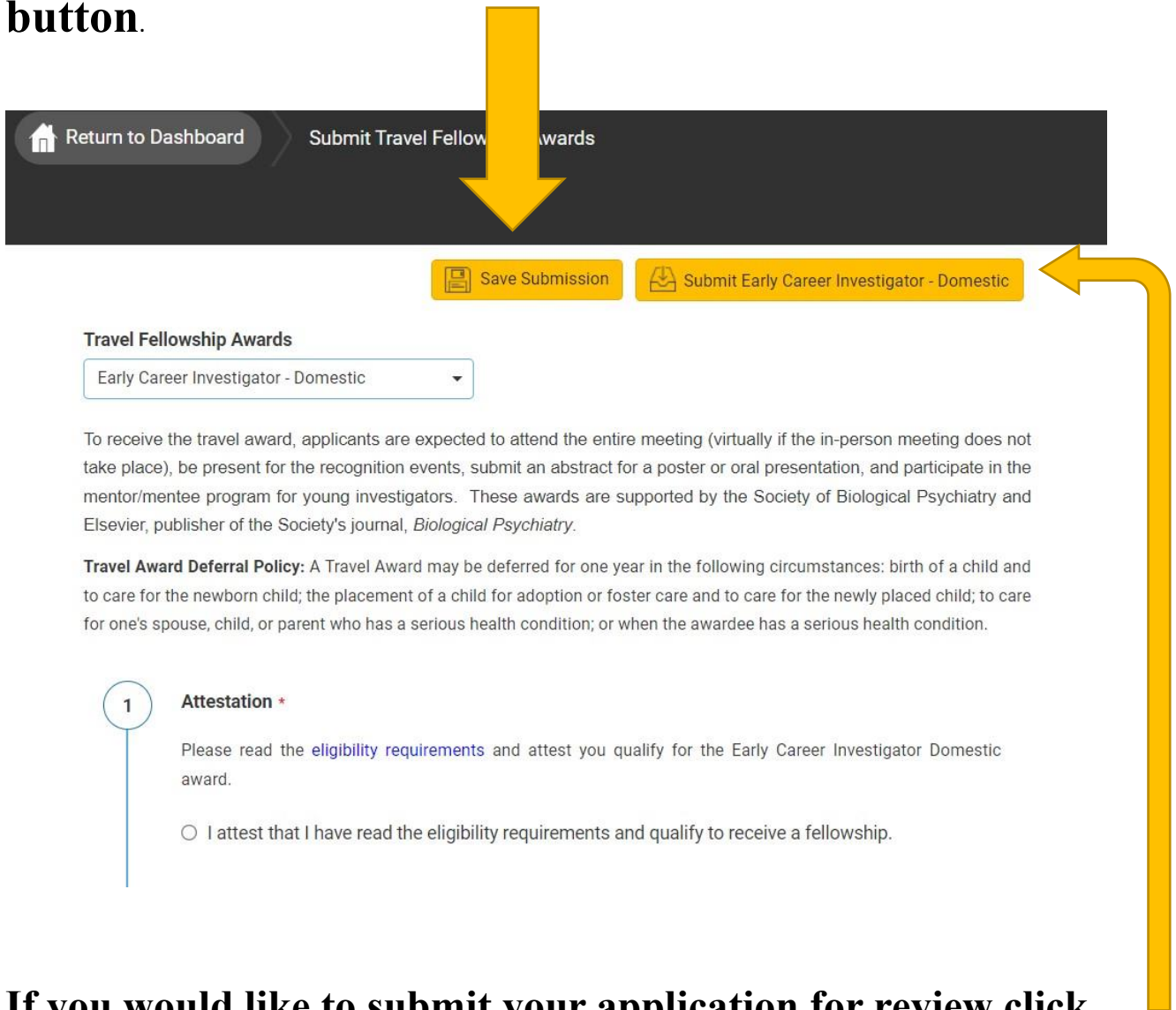
ⓘ

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 a dark navigation bar at the top with a home icon and the text "Return to Dashboard" on the left, and "Submit Travel Fellowship Awards" in the center. Below the navigation bar are two yellow buttons: "Save Submission" with a floppy disk icon and "Submit Early Career Investigator - Domestic" with a document icon. A large yellow arrow points down from the text above to the "Save Submission" button. A yellow arrow on the right side points from the "Submit Early Career Investigator - Domestic" button back up towards the text above.

**Travel Fellowship Awards**

Early Career Investigator - Domestic

To receive the travel award, applicants are expected to attend the entire meeting (virtually if the in-person meeting does not take place), be present for the recognition events, submit an abstract for a poster or oral presentation, and participate in the mentor/mentee program for young investigators. These awards are supported by the Society of Biological Psychiatry and Elsevier, publisher of the Society's journal, *Biological Psychiatry*.

**Travel Award Deferral Policy:** A Travel Award may be deferred for one year in the following circumstances: birth of a child and to care for the newborn child; the placement of a child for adoption or foster care and to care for the newly placed child; to care for one's spouse, child, or parent who has a serious health condition; or when the awardee has a serious health condition.

**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.

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