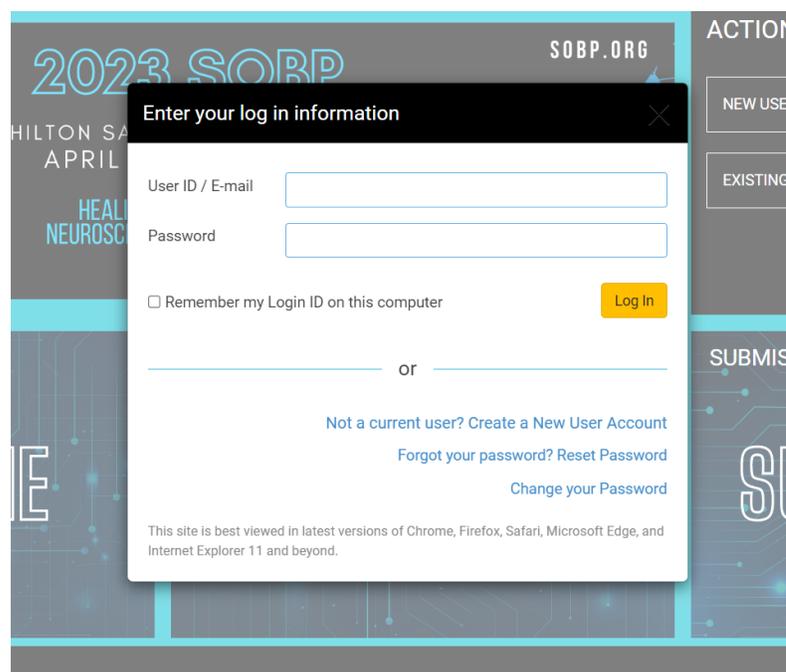


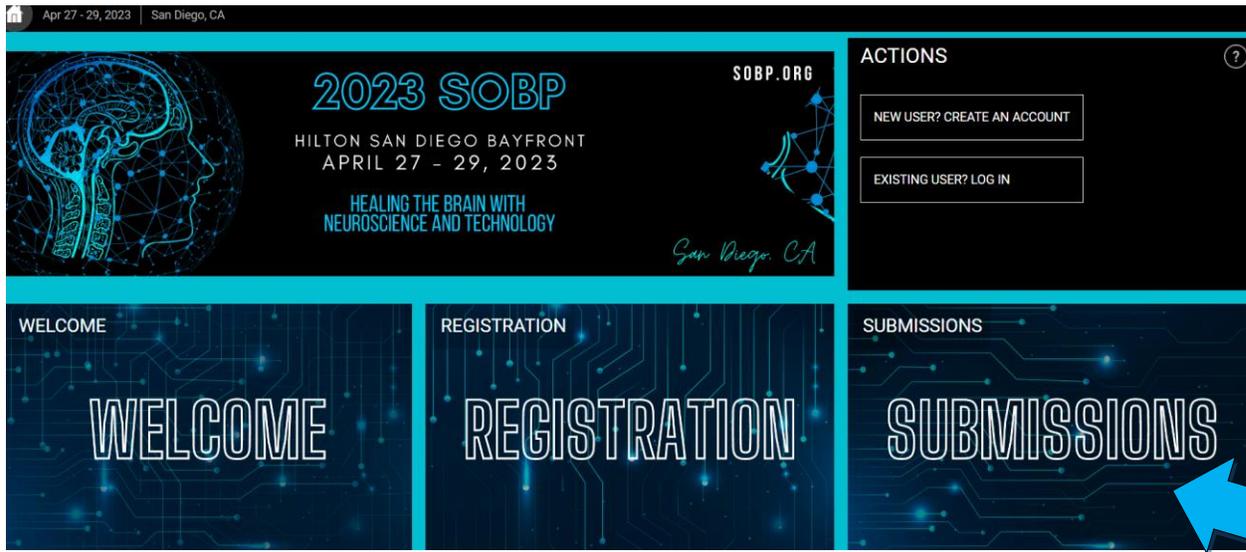
# SOBP Annual Meeting Travel Fellowship Awards Submission Site User Guide

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.



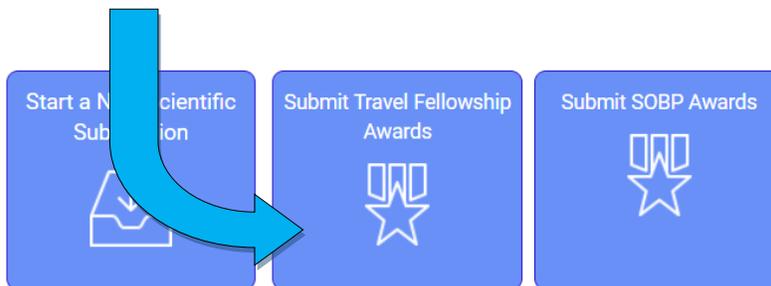


Click on the “Submissions” card then click  
“Access Submissions Dashboard”



Access Submissions Dashboard

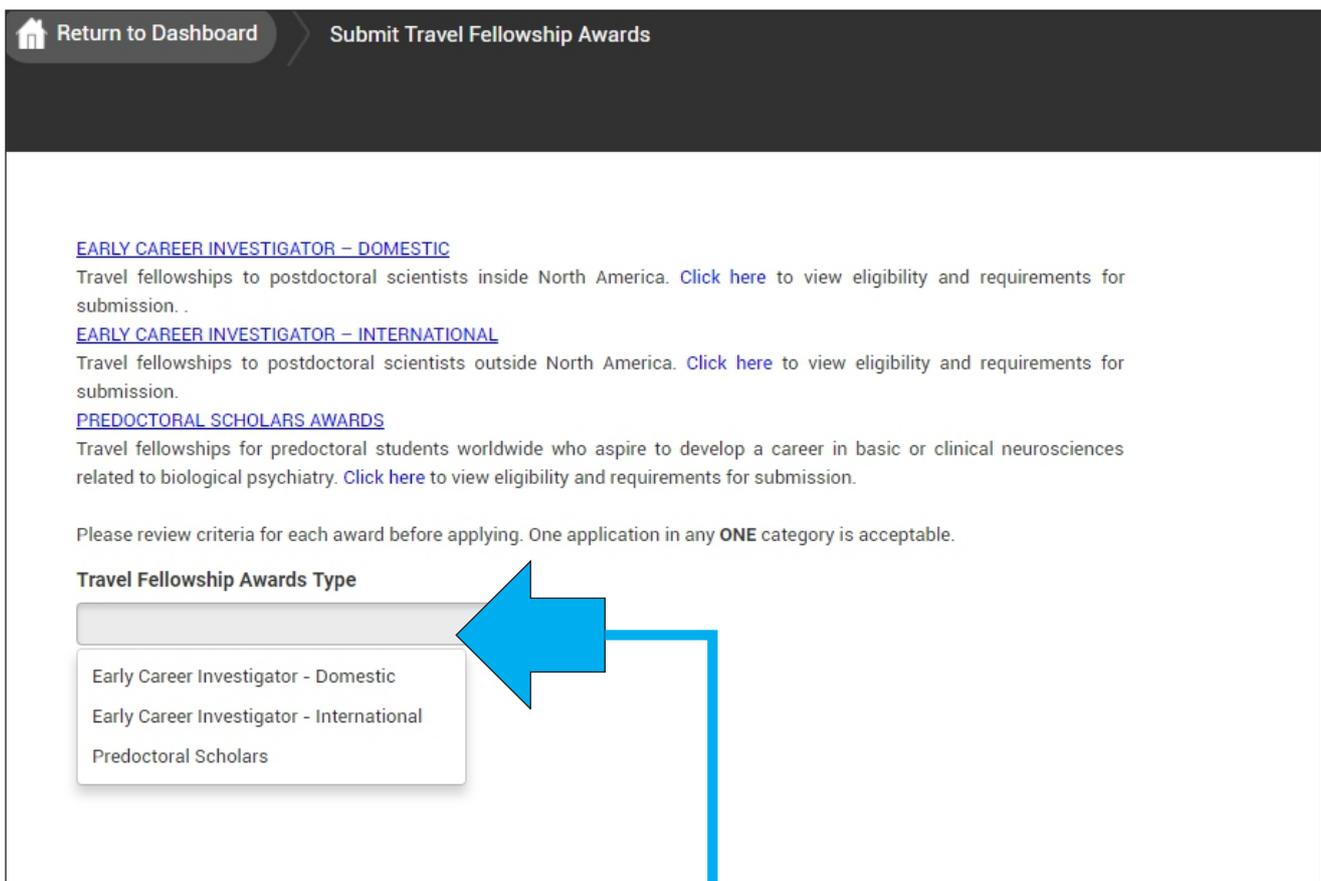
Scroll to the bottom of the page and Select  
“Submit Travel Fellowship Awards”



# SOBP Annual Meeting Travel Fellowship Awards Submission Site User Guide

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

Select the award type.



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 shown with the following options:

- Early Career Investigator - Domestic
- Early Career Investigator - International
- Predocortical Scholars

A large blue arrow points from the text below to the "Early Career Investigator - Domestic" option in the dropdown menu.

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 Predocortical 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

ⓘ  
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.

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

[Upload](#) ⓘ  
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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](#) ⓘ  
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- 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

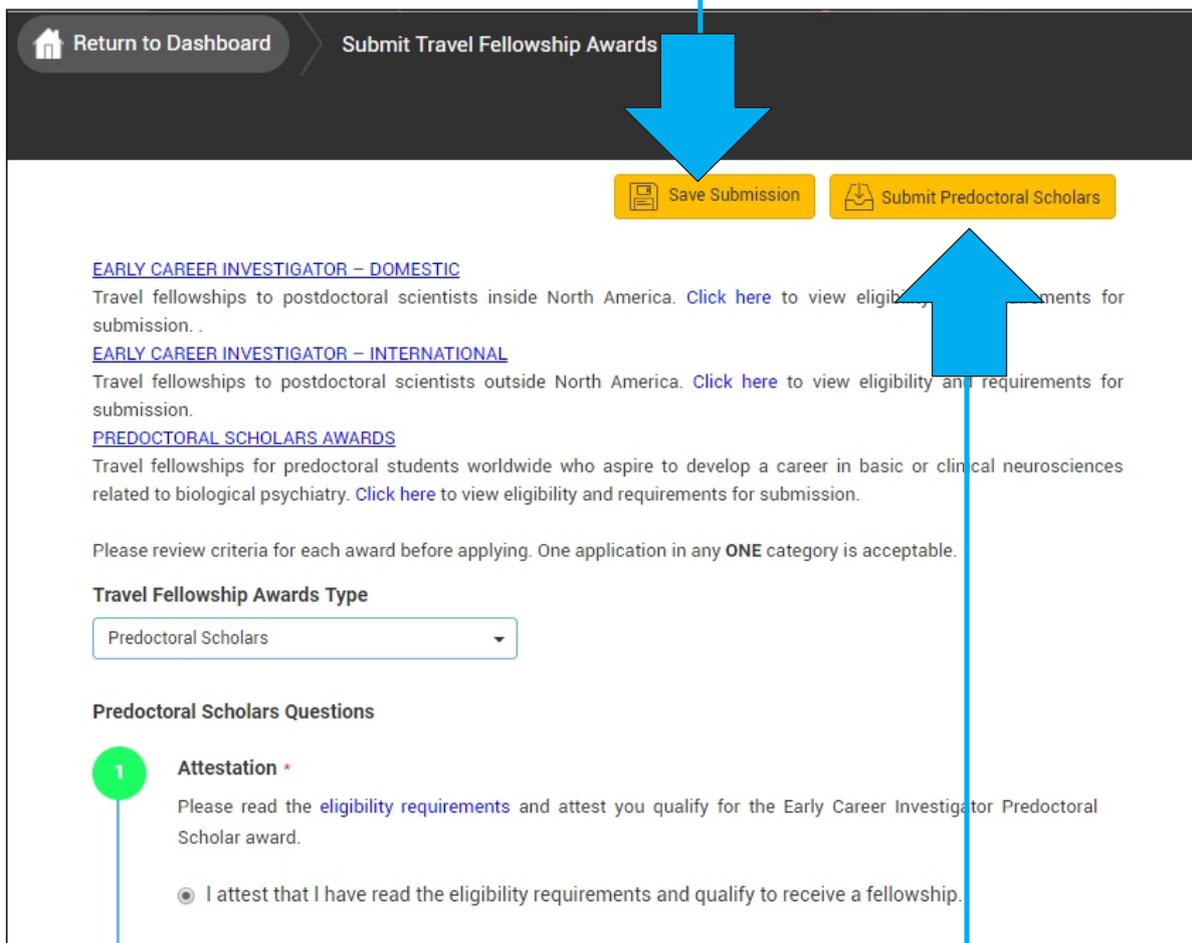
ⓘ

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 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 the navigation bar, there are two yellow buttons: "Save Submission" and "Submit Predoctoral Scholars". A blue arrow points from the text above to the "Save Submission" button. Another blue arrow points from the text below 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, there is a section for "Travel Fellowship Awards Type" with a dropdown menu currently set to "Predoctoral Scholars". Underneath, there is a section for "Predoctoral Scholars Questions" with a numbered list starting with "1 Attestation \*". The first question asks the user to read the eligibility requirements and attest to their qualification for the award. A radio button is selected for 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.