

Sigma Pi Sigma Chapter Project Awards

Application Deadline: December 15

Overview

Sigma Pi Sigma chapters are invited to submit award proposals to the national office for funding of chapter inductions and events. Selected chapters may receive:

- A cash award of up to \$500 to help fund activities
- Recognition for chapter activities, whether funded or not, that succeed in one or more of the listed purposes

Purposes

- Increase the induction of new members
- Add greater distinction to induction ceremonies and other chapter events
- Encourage fund raisers for chapters and scholarship funds
- Encourage more inter-chapter activities
- Build community among local alumni and new Sigma Pi Sigma members
- Raise awareness of Sigma Pi Sigma in the local community and the physics community
- Recognize outstanding achievement at the chapter level

Criteria

Proposals will be judged on the following criteria:

1. Extent to which the proposed project engages Sigma Pi Sigma chapter members, alumni, departmental groups, the local community and/or other Sigma Pi Sigma chapters.
2. Extent to which the project shows evidence of imaginative and thoughtful implementation of mission of the Sigma Pi Sigma "*...to honor outstanding scholarship, to encourage interest in physics, to promote service to others, and to provide fellowship.*"
3. Extent to which the project has a realistic timeline and budget, an acceptable format, and utilizes existing resources.

Up to five proposals will be recongnized with awards of up to \$500 each. Applications from past winners are encouraged, but chapters applying for the first time are especially welcome.

Proposals will be posted on-line on the Sigma Pi Sigma and Society of Physics Student (SPS) Websites.

Proposals will be accepted from any Sigma Pi Sigma chapter and will require acknowledgement from the Sigma Pi Sigma chapter advisor. Each chapter winner will submit a brief report of the event with photos appropriate for publication on the Sigma Pi Sigma web site and in *Radiations* magazine as appropriate.

Deadlines

Applications must be received on or before December 15. Awards will be announced in January. A final report is due on May 15 for spring events. For events planned for the following fall, the final report is due December 15.

Use of Award Money

The award money may be used to defray the costs of the Sigma Pi Sigma event including transportation, food and non-alcoholic beverages, speaker honoraria, entertainment, decorations, and invitations.

Program Evaluation

Each year the program will be evaluated by staff on the following criteria:

- number and visibility of successfully completed projects
- extent to which the event fosters connections among Sigma Pi Sigma members, the department and the community.

Examples of Potential Chapter Projects

- An induction dinner with three Sigma Pi Sigma chapters that also honors a distinguished local physicist or hidden physicist.
- An induction lunch with invited representatives of local physics businesses.
- An alumni career or graduate school panel discussion sponsored by the Sigma Pi Sigma chapter held in conjunction with the campus research day.
- Involvement in a local, regional or national science fair competition to recognize outstanding physics-related science fair projects.
- A Sigma Pi Sigma “mentor” program, where members agree to serve as mentors for undergraduate physics students considering physics opportunities.
- A Sigma Pi Sigma “help desk” or similar assistance for entry and lower level physics students who need tutoring.

Application guide for Sigma Pi Sigma Chapter Project Awards

A. Proposals shall not exceed five pages.

B. Page one of the proposal should contain:

1. The title of the activity.
2. The name and location of the Sigma Pi Sigma Chapter.
3. The name(s) of the Sigma Pi Sigma member(s) who prepared the proposal.
4. The name and signature of the faculty advisor (can be the same person as above). In lieu of a signature an email indicating the advisor's acknowledgement of the proposal submission will suffice.
5. The total amount requested for the activity.
6. The date of submission of the proposal.

C. Page two shall contain an abstract of approximately 50 words stating clearly the Chapter's proposed activity.

D. Pages three through five shall contain a statement of the activity and a budget. The presentation should be clear and concise, indicating what activity is planned, how it is to be carried out, how it is related to the purposes of the chapter, and what the time schedule for the project is. The budget must show how the award would be spent and indicate supplementary funds expected from other sources.

E. Electronic submission is encouraged. Submit proposals to the Sigma Pi Sigma national office no later than December 15:

- **Preferred method:** Email sps@aip.org with "Sigma Pi Sigma Award" in the subject line.
- **Alternate Methods:** A copy may be mailed or faxed to Sigma Pi Sigma, One Physics Ellipse, College Park, MD 20740, FAX-301-209-0839, postmarked on or before December 15.

The proposal must be created in Microsoft Word©, WordPerfect©, or Adobe© .pdf, and should be typed with double spacing.

F. Proposals will be judged by a panel of physicists and awards will be made in early January. Proposals should be prepared with this in mind and should be written for periods not longer than one calendar year.

G. A final report is due on 15 May for spring events. For events planned for the following fall, the final report is due 15 December. A financial statement must be included with each report.