

Society Reps Role Guidance

Objectives

- Promote The Society and its publications
- Provide membership support to student and Postgraduate members, encouraging engagement and membership progression
- Work with other Society Representatives within your region, including providing welcome, support and sharing best practice
- Promotes The Society's meetings and activities to your university
- Nominate potential successors and undergo a handover process as appropriate
- Where there is more than one Rep per university, coordinate activities through fellow Reps to ensure all Grant and Prize applications are agreed and submitted via one individual (where applicable).
- Engage with and encourage members to contribute to the membership community online - <https://www.physoc.org/member-area/member-community/>

Full details of the role are available in the code of conduct.

So we are able to arrange a visit to discuss the role and get to know you, please confirm your availability for a visit from The Society by emailing the Membership Engagement Manager – jhappe@physoc.org

To help us support you in your role to promote membership and The Society, we need to know how physiology is represented at your institution. Please complete our insight report and provide the information here – <https://www.physoc.org/join/societyreps/society-representative-insight-survey/>

Useful resources

- Familiarise yourself with the other Society members at your institution by searching the member directory – <https://portal.physoc.org/Membership-Directory>
- Get to know the schemes and prizes you can support and promote by reading the summary below
- Keep up to date with the latest information by reading The Society newsletter and Rep bulletin

Society schemes to promote

| Scheme | Applications open | Applications close | Details | Who is eligible |
|---------------------------------------|-------------------|--|--|--|
| Conference Attendance Awards | Rolling deadlines | 23 February 2023 31 May 2023 31 July 2023 31 October 2023 | Funding up to £375 (dependent on membership type) to attend and present at a Physiological Society and/or Society-sponsored research or teaching conference. | All members at least in their second year of membership. |
| Professional Development Award | Rolling deadlines | 20 February 2023 17 May 2023 22 August 2023 2 November 2023 | Up to £750 to enable a laboratory visit or attendance at a training course for development of a specific skill or technique. | Postgraduate, or early career Full Members not in permanent position. Must at least be in second year of membership. |

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| Unlocking Futures Fund | Relaunches 31 January 2023 | 31 March 2023 15 September 2023 | Up to £2500 for postdoctoral researchers who require an additional support to help them achieve their full potential. Funds cannot be used to pay for staff salaries but may be used for consumables, registration for Higher Education Academy Fellowship or other sundries that can be fully justified | Postdoctoral researchers at an institution in the UK or Republic of Ireland) with at least 1 year membership. |
| Institutional Engagement Award | 1 September 2023 | 1 October 2023 | Up to £500 to support Society Representatives and members to co-host events at their organisation, including internal conferences, teaching symposia, seminars or outreach events. | Society Rep or members of The Society (staff or students) with support of the Society Representative. |
| Research and Knowledge Exchange Award | 20 February 2023 | 30 April 2023 | £10,000 awards to support members wishing to conduct pilot studies, develop a new technique or to finalise a project. | Postdoctoral researchers, and those who are less than three years into their first permanent academic position (at an institution in the UK or Republic of Ireland). Postdoctoral researchers must have at least 12 months remaining on their contract from the grant start date. Applicants must hold a minimum of 2 years' consecutive membership. |
| Education & Teaching Award | 20 February 2023 | 30 April 2023 | £10,000 awards to support members to produce new educational resources, or to conduct a piece of publishable educational research that addresses a | Applicants must have 3 years of assured funding in a teaching-focused position (at an institution in the UK or Republic of Ireland) |

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| | | | key question in physiological education. | from the date at which grant award is made. Applicants must be Full Members holding a minimum of 2 years' consecutive membership. |
| Undergraduate Prize | Rolling deadline | Rolling deadline | Recognises the excellence of final year undergraduate students of physiology. | Final year undergraduate students. |
| Rob Clark Awards | Abstract submission opens May 2023 | Abstract submissions close September 2023. Shortlisted students to present at Member Forum in December 2023. | Recognising excellence in undergraduate physiology projects. | Undergraduate and Master's Members or Postgraduate Members within the first year after their undergraduate degree |
| Otto Hutter Prize Lecture | Nominations open 1 September 2023 | Nominations close 30 November 2023 | To recognise outstanding teachers of undergraduate physiology and to raise the profile of physiology teaching. | All Higher Education teachers of physiology are eligible. |

Full details of all schemes can be found here <https://www.physoc.org/grants-and-prizes/grants/> and <https://www.physoc.org/grants-and-prizes/prizes/>

Society Reps Meeting

The Reps meeting usually takes place each year and is a chance for Reps to get together to share best practice and overcome challenges.

Details of the next meeting will be emailed to you.