**SOBP Special Projects Application Form**

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| **Project Title** *(Provide a clear and concise title for the project.)* |
| **Proposer** *(Complete the Appropriate Section)* |
| **Individual(s)** | **Name(s) and Affiliations:** *(List all individuals involved in this project)***Designated Contact:** *(List name, email and telephone number of the contact person)* |
| **SOBP-designated group/committee** | **Name:** *(List the name of the group/committee)***Designated Contact:** *(List name, email and telephone number of the primary contact person)* |
| **Proposal Objective** *(Select one of the following categories and provide details)* |
| **Research Skill Training** | *Describe research skills provided by the proposed project (max 300 words)* |
| **Career Development Training** |  *Describe research skills provided by the proposed project (max 300 words)* |
| **Outreach Activity** | *Describe the objectives of the outreach activities/events of the proposed project (max 300 words)* |
| **Format** *(Indicate the delivery method of the project)* |
| **In-person** | *(Provide location details)*Pre-meeting to the Annual MeetingYes [ ]  No[ ] If No, specify location, host institution and date:  |
| **Online** | *(Specify platform preference, if any)* |
| **Target Audience** |
| *(Define the intended audience for the project, including career level, discipline, educational background and any other relevant criteria; max 200 words)* |
| **Requirements** |
| *(List the necessary resources and logistical needs to execute the project successfully.)**Please consider infrastructure needs (e.g., any technical, AV, or IT requirements); physical space (e.g., room requirements, seating arrangements, and capacity); catering needs (food and beverage requirements) (max 300 words)* |
| **Partnerships** *(if applicable)* |
| *If the project involves a partnership with any institution or organization, please provide detailed information, including the name of the partner organization and the nature and purpose of the collaboration. Describe how this partnership aligns with the project’s objectives, the specific roles and contributions of each party, and any formal agreements or commitments in place (max 300 words); attach relevant documents if available*  |
| **Evaluation of Prior Events**  |
| *(If this project has previously taken place within the context of SOBP, please confirm that an evaluation of past events is attached. For recurring events, at a minimum, the most recent evaluation must be included)*Evaluation attached? Yes[ ]  No[ ] If not, please provide brief justification: |

**Estimated Budget (Itemized):**

*(Provide a breakdown of expected costs associated with the project; use suggested items as needed.)*

| **Expense Category** | **Estimated Cost (USD)** |
| --- | --- |
| Venue Rental (if applicable) | $\_\_\_\_\_ |
| AV/Technical Support | $\_\_\_\_\_ |
| Speaker Honoraria | $\_\_\_\_\_ |
| Travel & Accommodations | $\_\_\_\_\_ |
| Catering | $\_\_\_\_\_ |
| Online Platform Fees (if applicable) | $\_\_\_\_\_ |
| Printing/Materials | $\_\_\_\_\_ |
| Miscellaneous | $\_\_\_\_\_ |
| **Total Estimated Budget** | **$\_\_\_\_\_** |