

APCTP GUIDELINES for PROGRAM ORGANIZER

JULY 2018

Asia Pacific Center for Theoretical Physics (APCTP) supports scientific activities taking place in member countries and jointly with partner institutes.

GENERAL PRINCIPLES

1. A designated organizer holds rights and responsibilities for administering APCTP grant and submitting required documentation in accordance with the APCTP regulations in the 'APCTP Guidelines for Program Organizer'.
2. The grant is provided only to cover expenses pertaining to the designated program on a per-person basis. Each person is called 'beneficiary'.

WHO CAN BE A BENEFICIARY?

A participant of the designated program who holds the nationality of APCTP Member Countries can be a beneficiary.

*Exceptionally, a participant affiliated with APCTP Partner Institutes can be a beneficiary upon approval of APCTP program coordinators. However, no more than 30% of total grant can be allocated.

Please refer to Appendix on page 5 for detailed list of Member Countries and Partner Institutes.

WHAT EXPENSES ARE COVERED?

Expense categories are restricted to following items.

1. Airfare: Economy/couch class round-trip ticket between home institute and the conference venue
2. Accommodation
3. Honorarium

Please check 'WHAT ARE DOCUMENTS TO BE SUBMITTED AFTER AN EVENT?' section for supporting documentations.

HOW AND WHEN CAN I RECEIVE THE GRANT?

A payment of total amount of funds will be made via wire transfer to the account specified on 'Bank Account Information' form within 14 days of completion of requirements. After an end of the program, the organizer will submit related financial supporting documents.

WHAT ARE REQUIREMENTS FOR PAYMENT?

The following documents must be submitted and approved by an APCTP staff for the payment of grant:

1. [Online form] Working scheme

A. Submission

A working scheme can be submitted through APCTP website as follows:

Log in → My page → Call for Program application → 'WORKING SCHEME' button at the bottom of the page

B. Budget details

Please make sure to fill out 'budget details'.

- Item: Expense categories
(Airfare/Accommodation/Honorarium)
- Remarks: Beneficiary's name, affiliation, position and nationality

2. Program schedule

A program schedule may include a detailed time table, session names and speakers' names.

3. Acknowledgment of the APCTP sponsorship

It is required to indicate APCTP sponsorship using the full name or logo in all verbal, written communication and materials such as posters, press releases, website, and handbook.

[Full Name] Asia Pacific Center for Theoretical Physics
[Logo]



(Horizontal type)



(Landscape type)

4. [Form] Bank Account Information

A name of the account must be the host organization or the program.

WHAT ARE THE DOCUMENTS TO BE SUBMITTED AFTER AN EVENT?

Within a month of the end-date of an event, the organizer is requested to submit reports accompanied with supporting documentation.

1. [Online Form] Final Report

A. Submission

A final report outlines activities and outcomes of the program and expectations or suggestions for the future program. It can be submitted through APCTP website:

Log in → My page → Working Scheme application → 'FINAL REPORT' button at the bottom of the page

B. Questionnaire

Along with the final report, It will be thoroughly reviewed to evaluate the overall program and to improve Category-4 programs. Detailed suggestions and explanations are highly appreciated.

2. Pictures

Selected pictures representing the program can be submitted by uploading to the final report or via email.

3. [Form] Financial Report

A financial report includes an accounting of expended budget. It must be certified by the organizer and accompanied by following financial supporting documents.

- A. Confirmation of receipt of the grant issued by the bank
- B. Acknowledgment receipt signed by each beneficiary
- C. Passport copy of each beneficiary

4. [Form] List of participants

List of participants requires the information of total number and list of speakers and general participants.

[Appendix]**List of APCTP Member Countries and Partner Institutes**

- As of April 2018
- Listed in alphabetical order

Member Countries (16)

1. **Australia**
 - Australian and New Zealand Association of Mathematical Physics (ANZAMP)
 - Mathematical Research Institute (MATRIX)
2. **Beijing**
 - Chinese Physical Society (CPS)
 - Wuhan Institute of Physics and Mathematics, Chinese Academy of Sciences (WIPM-CAS)
3. **Canada** - Canadian Association of Physicists (CAP)
4. **India** - India Association for the Cultivation of Science (IACS)
5. **Japan** - Institute of Particle and Nuclear Studies, High Energy Accelerator Research Organization (IPNS/KEK)
6. **Kazakhstan** - National Academy of Science of Republic of Kazakhstan (NAS RK)
7. **Korea** - National Research Foundation of Korea (NRF)
8. **Lao PDR** - Research Institute of Science, Science Technology and Environment Agency (RIS-STEPA)
9. **Malaysia** - Malaysia Institute of Physics (MIP)
10. **Mongolia** - Mongolia Academy of Science (MAS)
11. **Philippines** - National Research Council of the Philippines (NRCP)
12. **Singapore** - Institute of Advanced Studies (IAS)
13. **Taipei** - Academia Sinica (AS)
14. **Thailand** - National Research Council of Thailand (NRCT)
15. **Uzbekistan** - Uzbekistan Academy of Sciences (UAS)
16. **Vietnam** - Vietnam Academy of Science and Technology (VAST)

PARTNER INSTITUTES (28)

1. ICTP (International Center for Theoretical Physics), Italy
2. NCTS (National Center for Theoretical Science), Taipei
3. PIMS (Pacific Institute for the Mathematical Sciences), Canada
4. ECT* (European Centre for Theoretical Studies in Nuclear Physics and Related Areas), Italy

5. ITP/CAS (Institute of Theoretical Physics, Chinese Academy of Sciences), Beijing
6. MPI-PKS (Max Planck Institute for the Physics of Complex Systems), Germany
7. JINR (Joint Institute for Nuclear Research), Russia
8. IPNS/KEK (Institute of Particle and Nuclear Studies of High Energy Accelerator Research Organization), Japan
9. YITP (Yukawa Institute for Theoretical Physics, Kyoto University), Japan
10. IOP/CAS (Institute of Physics, the Chinese Academy of Sciences), Beijing
11. ISSP (Institute for Solid State Physics of the University of Tokyo), Japan
12. KPS (Korean Physical Society), Korea
13. AAPPS (Association of Asia Pacific Physical Societies)
14. IOP/VAST (Institute of Physics, Vietnam Academy of Science and Technology), Vietnam
15. ThEP (Thailand Center of Excellence in Physics), Thailand
16. IBS (Institute for Basic Science), Korea
17. IUPAP (International Union of Pure and Applied Physics)
18. INP RK (Institute of Nuclear Physics), Kazakhstan
19. IETP (Scientific Research Institute of Experimental and Theoretical Physics), Kazakhstan
20. RCNP (Research Center for Nuclear Physics), Japan
21. Indonesian Physical Society, Indonesia
22. National University of Laos, Lao PDR
23. Myanmar Physical Society, Myanmar
24. Mongolian Physical Society, Mongolia
25. Vietnamese Physical Society, Vietnam
26. NUUZ (National University of Uzbekistan named after Mirzo Ulugbek), Uzbekistan
27. SCS (State Committee of Science, Ministry of Education and Science, Republic of Armenia), Armenia
28. IPM (Institute for Research in Fundamental Sciences), Iran