



asia pacific center for  
theoretical physics

# **APCTP GUIDELINES for PROGRAM ORGANIZER**

**JANUARY 2020**

**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 for detailed list of APCTP 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?

No.	Category	Description	Submission
1	Working Scheme	<p>[Submission]</p> <p>Can be submitted through APCTP website as follows:</p> <ul style="list-style-type: none"> <li>- Log in → My page → Call for Program application → 'WORKING SCHEME' button at the bottom of the page</li> </ul>	Online (Website)
		<p>[Budget details]</p> <p>It is important to fill out 'budget details' section. The transfer <b>CANNOT</b> be made until we have the bottom information.</p> <ul style="list-style-type: none"> <li>- Item: Expense categories (Airfare/Accommodation/Honorarium)</li> <li>- Remarks: Beneficiary's name, affiliation, position and nationality</li> </ul>	
2	Bank Account information	<p>A name of the account <b>must</b> be the host organization or the program.</p> <ul style="list-style-type: none"> <li>- Attachment #2: <i>(Form) Bank Account Information.docx</i></li> </ul>	Online (Email)
3	Program schedule	<p>A program schedule may include a detailed time table, session names and speakers' names.</p>	
4	Acknowledgment of the APCTP sponsorship	<p>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.</p>	Online (Email, Free form)
		<p>[Official Name] Asia Pacific Center for Theoretical Physics</p>	
		<p>[Logo] Horizontal type and Landscape type</p> <ul style="list-style-type: none"> <li>- Attachment #3- 4: images</li> </ul>	

## WHAT ARE THE DOCUMENTS TO BE SUBMITTED **AFTER AN EVENT?**

No.	Category	Description	Certified (Signed) by	Submission
1	Final report	<p>[Submission]</p> <ul style="list-style-type: none"> <li>- a report outlines activities and outcomes of the program and expectations/suggestions for the future program</li> <li>- Can be submitted through APCTP website as follows: <ul style="list-style-type: none"> <li>- Log in → My page → Working Scheme application → 'FINAL REPORT' button at the bottom of the page</li> </ul> </li> </ul> <p>[Questionnaire]</p>	-	Online (Website)
2	Pictures	Pictures of the workshop via email or upload to the final report	-	
3	a	Financial Report	Organizer	BOTH Online(Email) & Post Mail
	Attachment #4 : (Form) Financial Report.docx			
	b	Confirmation of receipt	Bank	
	c	Acknowledgement receipt	Each beneficiary	
Attachment #5: (Form) Acknowledgement Receipt.docx				
d	Passport copy	Copy of each beneficiary	Each beneficiary	
4	List of participants	<p>It requires the total number of participants and a list of participants with information in accordance with the APCTP requirements</p> <ul style="list-style-type: none"> <li>- <b>Name, Gender, Nationality, Affiliation, Position</b></li> </ul> <p>*Please fill out <u>all</u> categories</p>	Organizer	Online (Email)
Attachment #6: (Form) List of Participants.docx				

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

· As of Jan 2020

· Listed in alphabetical order

### Member Countries (17)

No.	Country	Institutes
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 Science (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)
	Kyrgyzstan	The National Academy of Science of the Kyrgyz Republic (NAS KR)
8	Lao PDR	Research Institute of Science, Science and 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 Science and Technology (UAS)
16	Vietnam	Vietnam Academy of Science and Technology (VAST)
17	Kyrgyzstan	The National Academy of Science of the Kyrgyz Republic (NAS KR)

## PARTNER INSTITUTES

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, National University of Laos, Myanmar Physical Society, Mongolian Physical Society, Vietnamese Physical Society**
22. **NUUZ** (National University of Uzbekistan named after Mirzo Ulugbek), Uzbekistan
23. **SCS** (State Committee of Science, Ministry of Education and Science), Republic of Armenia
24. **IPM** (Institute for Research in Fundamental Sciences), Iran
25. **CTP** (Center for Theoretical Physics Seoul National University), Korea
26. **NORDITA** (The Nordic Institute for Theoretical Physics), Sweden