

### Postdoctoral Travel Award Guidelines

#### Purpose

The Postdoctoral Travel Award is designed to help the University of Houston's postdoctoral fellows, scholars, and researchers enhance their professional development and increase the visibility of the institution by supporting travel to present the results of their research or creative activity at meetings with a national or international audience.

#### Nature of Support

- A maximum of four awards per application cycle will be awarded. The maximum amount of each individual award will be set at **\$1200.00**. There is not an exception to this amount for foreign travel. Only the most economical fares are eligible for reimbursement under this program.
- Eligible travel expenses include registration fees, airfare, ground transportation, lodging, and meals.
- The award is not intended to replace support for travel from existing sources (e.g., contracts and grants, and current policies or practices for travel support within colleges or departments). If those sources have been utilized for an earlier presentation, the committee will entertain a request for funds in support of an additional presentation. The intent is to increase the number of times that UH postdoctoral fellows, postdoctoral researchers, and research appear on the programs at national and international peer-reviewed meetings.

#### Qualifying Venues

- An award may be allocated only if the applicant is presenting his or her research or creative work at a qualifying venue; and **only if there is a peer-review process such that the presentation might have been rejected.**
- Qualifying venues include regular or annual meetings of a national (US or another country's national society) or international professional society; or quadrennial (or otherwise periodically occurring) international congresses that are sponsored by a number of national professional societies. Professional societies are usually defined as those that collect dues, have elected officers, and may have published journals or other outlets for scholarly work.
- Qualifying venues may also include meetings sponsored by a government agency or industrial society if the meetings are of an academic nature and take place annually or biennially; and juried competitions of a national or international scope that are held regularly.
- Funds are not to be allocated to attend special meetings, Festschrifts, meetings of special interest groups, etc.

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- Funds will not be allocated for travel to participate in non-peer-reviewed roles as a panelist, session chair, or proposal reviewer, even if by invitation.
- The award is not intended to provide support for a presentation at another university, a museum, or comparable institution, even if by invitation.
- In the case of a key note presentation, the applicant must provide documentation of a peer-review process and documentation that no external funding is provided for the presentation.
- The requirement that applicants present peer-reviewed work at a venue described above may be modified to consider the nature of an applicant's discipline. For example, for those applicants in the performing arts such as the visual arts, music, dance, and theater, the applicant must demonstrate that he or she will be delivering a show or performance at a prestigious venue that will bring national or international attention to the excellence of performing arts at the University of Houston.

### Applicant Eligibility

- Applicants must be postdoctoral fellows, scholars, and researchers at the University of Houston.
- A postdoctoral fellow is defined as an individual who holds a doctoral degree (or equivalent); whose doctorate was awarded within the past 5 years; whose appointment is for a limited term; who works under the supervision of a senior researcher; and whose appointment is primarily for the purpose of training in research or through scholarship.
- For presentation of collaborative research which involves multiple individuals, only the presenting applicant may be supported. In special cases (e.g., duet performances), this limitation may be waived upon recommendation of the appropriate dean, contingent upon available funding.
- If travel has already occurred at the time of application, then the applicant who received reimbursement from any other sources for that travel are not eligible to apply for this award.
- A postdoctoral fellow, scholar, or researcher may receive at most one travel award from this program per fiscal year.

### Application Process and Deadlines

#### **There are three cycles per year, one for the fall, spring and summer travel.**

- Deadline November 8th for Travel between September and February
- Deadline February 7th for Travel between March and May
- Deadline May 7th for Travel Between June and August

- A copy of these guidelines and the application form for the Postdoctoral Travel Award are available for download at:

<http://www.uh.edu/provost/university/postdocs/>

Applications must be approved by their advisor, appropriate department chair and dean, and will be reviewed for final approval by a faculty/administrative committee. Deans have been directed to approve such requests only if they meet the above guidelines, including the requirement that this award is not being used as a substitute for (or supplement to) other sources of funding. Applicants must download the application, complete it electronically, print a hardcopy, and obtain the appropriate signatures from their advisor, department chair and dean.

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### Application Process

- ONLY electronic applications will be accepted.
- A copy of the guidelines for the Postdoctoral Travel Award is available for download via the provost website, <https://uh.edu/provost/university/postdocs/>.
- Applicants must complete an electronic application
- Print and upload the checklist and signature page after obtaining the appropriate signatures from their advisor, department chair, and dean.
- Applications must be approved by their advisor, appropriate department chair, and dean.
- Deans have been directed to approve such requests only if they meet the above guidelines, including the requirement that this award is not being used as a substitute for (or supplement to) other sources of funding.
- Before the application deadline, signed application forms and supporting documentation should be submitted via this web-based form.
- There are three deadlines per year, for the fall, spring, and summer travel/professional development. Applicants may submit applications for travel/professional development funding that has already occurred or will occur as long as the deadline is met.

### Application Documents

The following documents are required as part of your application. You will have an opportunity to upload your documents as part of this application form.

1. Current CV
2. A short Description of the scientific meeting or conference that includes details about your travel plans (no more than 2 pages)
3. A letter of recommendation from your advisor/PI/mentor endorsing your travel. See Recommendation Guide for Details
4. A letter of invitation or acceptance from the organization/conference organizers that your peer-reviewed abstract or work (i.e. art, music, etc.) has been accepted and you will present.
5. Budget
6. Application Signature page.

### Decision Process

- A faculty committee appointed by the Provost will review requests for support to ensure conformance to the guidelines and normally will approve those that do conform, subject to availability of funds. Note that the committee will not be reviewing the papers or posters themselves; the peer-review process of the appropriate meetings and the approval processes within the colleges are assumed to have done that work. In case there are more qualifying requests than available funds, the committee will utilize more stringent criteria, including such factors as how recently such support has been provided; it may also fund them in the order received—again noting that a sub-set of the funds will be ear-marked for the second half of the year.
- The faculty committee will begin its review of applications soon after the deadline. Applicants will be notified approximately two weeks after the deadline.
- Upon approval, funds will be provided to the college. It is the college/department's responsibility to process the paperwork associated with the reimbursement.
- Once an application has been approved, no substitutions will be allowed; if an individual wishes to use the program's funds to support a presentation other than the one for which the original application was submitted, he or she must submit an entirely new application prior to the application deadline.

# Advisor Recommendation Letter

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Postdoctoral Fellows, please provide this guide to your PI/faculty mentor before he or she writes your letter of recommendation for the Postdoctoral Travel Award.

The letter of recommendation should be an endorsement of the postdoctoral fellow's application for the Travel Award. Ideally, faculty should be highly familiar with the postdoc's application, particularly the reason why the postdoc is participating in a conference.

The letter of recommendation should address:

- Why the postdoc participation in the conference/workshop/ professional training is important to the travel development and/ or professional development
- Will the conference/workshop/professional training be an appropriate venue to gain additional knowledge
- The importance of the opportunity to participate in the conference or travel/professional development.
- The benefit of attending this conference/workshop/ professional training to the university
- A detailed overview of how the postdoctoral fellow's scholarly development will be enhanced by attending the conference/workshop/professional training
- Evidence of and continued potential research and scholarship success
- Outline Postdoc's potential impact on his or her field of research
- Demonstrate a strong personal relationship between the postdoc and the faculty mentor/PI/ Advisor.

# CHECKLIST

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Applicants must submit the following with their application:

- ✓ Current CV
- ✓ A short description of the scientific meeting or conference, include potential benefits to your travel plans (2-page maximum)
- ✓ A letter from the advisor endorsing this travel
- ✓ A letter of invitation from the meeting or conference organizers that your peer-reviewed abstract is accepted and that you will give an oral or poster presentation on research and related work

For the Career Enhancement Award

- ✓ Budget
- ✓ Application

Upload this document to your MS Form.

Name (Last, First, M.)	
Department	
College	
Name Advisor/Mentor/PI	
Signature Advisor/Mentor/PI	
Postdoc Signature	
Date	

# TRAVEL COST ESTIMATE

To be eligible for the Travel and Career Enhancement award, you must meet the requirement of being a postdoctoral fellow.

- The Career Enhancement Award maximum \$1000.00:

To be eligible for the Travel award, you must be the person who actually delivers the presentation. Co-Authors (if any) and their affiliation:

- The Travel Award maximum \$1200.00:

**Upload this document to your MS Form.**

Please provide a cost estimate of your trip:	
Registration Fee	
Economical Airfare	
Ground Transportation	
Lodging	
Meals	
Other	
<b>TOTAL</b>	

# SIGNATURE PAGE

Include the signed Signature page with you Postdoctoral Travel or Career Award Application.

## *Required Signatures*

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Applicant (Print and Sign)

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Date

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Faculty Advisor (Print and Sign)

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Date

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Department Chair (Print and Sign)

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Date

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College Dean (Print and Sign)

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Date

**The request for reimbursement, including required documentation, must be submitted to the department business office no later than 60 days after travel is completed.**