Postdoctoral Career Enhancement Award
Guidelines

Purpose
The Postdoctoral Career Enhancement Award is designed to help the University of Houston's postdoctoral fellows, scholars, and researchers enhance their professional development. The award will support registration and/or travel for internships, extramural courses (e.g. NIH, etc.) to learn new skills, and visiting laboratories to conduct collaborative studies.

Nature of Support
- One award per application cycle will be awarded. The maximum amount of each individual award will be set at $1000.00. 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 internship, extramural course or previous travel to other laboratories to conduct collaborative studies, the committee will entertain a request for funds in support of additional travel.

Qualifying Venues
- An award may be allocated only if the applicant is travelling to work at a qualifying venue.
- Qualifying venues include but are not limited to academic institutions, governmental and private agencies, industrial societies, professional societies, internship programs, and extramural courses or workshops.

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.
- If travel has already occurred at the time of application, then the applicant who received reimbursement from any other sources for that travel is not eligible to apply for this award.
A postdoctoral fellow, scholar, or researcher may receive at most one career enhancement award from this program per fiscal year.
Postdoctoral Career Enhancement Award

Application Process and Deadlines
- A copy of these guidelines and the application form for the Postdoctoral Career Enhancement 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 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. Signed application forms and supporting documentation should be submitted prior to the application deadline to fed@uh.edu. Only electronic copies will be accepted.

There are two cycles per year, one for the fall and spring travel.
November 8th, 2021 by 5 p.m. for travel between September 1, 2021- February 28, 2022.
February 7, 2022 by 5 p.m. for travel between March 1, 2022 - May 31, 2022

- Applicants may submit applications for funding of travel that has already occurred or will occur if the deadline is met.
- If you have not received an acceptance confirmation from the venue by the submittal deadline, please submit your application and send the letter of acceptance as soon as it is received.

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 career 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. In case there are more qualifying requests than available funds, the
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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.
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- 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
Postdoctoral Travel Award

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 participating in the conference/workshop/training is important to postdoctoral fellow’s research?
- Will the conference/workshop/training be an appropriate venue to gain additional knowledge
- The importance of the opportunity to participate in the conference
- The benefit of attending this conference/workshop/training to the university
- A detailed overview of the benefits to the postdoctoral fellow’s scholarly development is enhanced by attending the conference/workshop/training
- Evidence of and continued potential research and scholarship success
- Outline Postdoc’s potential impact on his or her field
- A strong personal relationship between the postdoc and the faculty mentor/PI
CHECKLIST AND SIGNATURE PAGE
Postdoctoral Travel Award

CHECKLIST

Applicants must submit the following with their application:

- Current CV
- A short description of the scientific meeting or conference, include potential benefits to your career 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

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The request for reimbursement, including required documentation, must be submitted to the department business office no later than 60 days after travel is completed.
TRAVEL COST ESTIMATE
Postdoctoral Travel Award

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

Amount requested (maximum $1000.00):

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