Postdoctoral Travel Award Guidelines
2020-2021

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, Festschriften, meetings of special interest groups, etc.
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 keynote 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 take into account 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**

- 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.
Postdoctoral Travel Award Guidelines
2020-2021

- 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 three deadlines per year (one each for Fall, Spring and Summer travel). Applicants may submit applications for funding of travel that has already occurred or will occur as long as the deadline is met.
- If the acceptance does not clearly state that it was peer-reviewed, please attach the selection process from the “call for proposals.” The acceptance confirmation must be in English or translated.
- If you have not received an acceptance confirmation from the venue by the submittal deadline, please submit application as soon as acceptance is received. Any other late submittals are not accepted.

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. 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
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

Upload this document to your MS Form.

<table>
<thead>
<tr>
<th>Name (Last, First, M.)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>College</td>
<td></td>
</tr>
<tr>
<td>Name Advisor/Mentor/PI</td>
<td></td>
</tr>
<tr>
<td>Signature Advisor/Mentor/PI</td>
<td></td>
</tr>
<tr>
<td>Postdoc Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>
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):

<table>
<thead>
<tr>
<th>Please provide a cost estimate of your trip:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
</tr>
<tr>
<td>Economical Airfare</td>
</tr>
<tr>
<td>Ground Transportation</td>
</tr>
<tr>
<td>Lodging</td>
</tr>
<tr>
<td>Meals</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
</tr>
</tbody>
</table>

Upload this document to your MS Form.
The request for reimbursement, including required documentation, must be submitted to the department business office no later than 60 days after travel is completed.