



University of Iowa Postdoctoral Association Postdoc Travel Funds

Information, Review Criteria, and Instructions

The UIPDA provides travel funding assistance to postdoctoral scholars and fellows who present their research at conferences, meetings, symposia and similar professional or academic gatherings. The funds are provided by the Graduate College and allocated by the UIPDA Executive Committee and Council of College Representatives to deserving applicants. For the first year of the pilot program, applications will be due on May 1, 2016. This deadline will include conferences being held from 1st February 2016 to June 15th 2016. All travel must be completed by June 15th, 2016.

The amount of funding will be dependent upon the location of the conference. The travel award will be \$500 for each awardee attending a conference in North America. Awardees attending an international conference, a conference in Alaska, or a conference in Hawaii will receive \$750. For the pilot program, \$5,000 has been allocated for travel awards. Depending on the number of domestic versus international conferences, the UIPDA will award 6-10 travel grants to University postdoctoral scholars/fellows.

Three UIPDA college representatives, executive board members, or committee members will score travel award applications based on the following eligibility and criteria.

To be eligible:

1. Applicant must be in a paid postdoctoral scholar (FP01) or fellow (FP02) status at the University of Iowa at the time of application, conference, and reimbursement. The travel award will be paid out in a lump sum through the University Payroll Office and will be considered taxable income and taxes will be withheld.
2. Applicant must have proof of abstract acceptance and expenses incurred to attend this conference before they receive the award.

Review Criteria:

1. Clear, concise, and complete application
2. Travel expenses (preference for higher expenses and/or outside of North America)
3. Preference for first-time presentation as a Postdoc
4. Research similar to conference focus
5. Involvement in UIPDA

Three UIPDA college representatives, executive board members, or committee members will review applications and score them on a scale of 1-5 (1=lowest, 5=highest). The average of the three will be taken and that will be the score of the application. The reviewers will meet for an hour after all applications have been scored. The highest applications will be awarded. If too many applications have a high score, then a fourth member of the UIPDA leadership team will score the applications.



University of Iowa Postdoctoral Association (UIPDA)

Travel Award Application

Application deadline is **May 1st, 2016**. Applications must be SUBMITTED via email to **grad-uipda@uiowa.edu** by 11:59 PM on the deadline date. Applications that are received later than this deadline will not be accepted or considered.

If you have any questions or concerns about the application, please contact us at **grad-uipda@uiowa.edu**.

Section 1 Eligibility

1. Classification of postdoctoral position?
2. Do you have proof of your own travel expenditures for this conference (this is not required for submission)? If travel expenses are not available at time of application submission, they will need to be provided before the award is granted.
3. Will a grant or other funding source provide reimbursement for this conference?
4. Are you presenting at the conference?
5. Do you have proof of your acceptance to present at the conference (this is not required for submission)? If proof of paper acceptance is not available at time of application submission, it will need to be provided before the award is granted. Award will not be granted if proof of acceptance is not received.
6. Please enter the dates of the conference (All travel must happen by June 15th).

Section 2-Applicant

Student or Employee ID: _____

First Name: _____

Last Name: _____

College: _____

Department: _____

Email address: _____

Campus mailing address: _____

Phone number (office and/or mobile): _____

Name of advisor: _____

Section 3-Budget (Please give an estimation if you are unsure on the cost)

Conference Registration Fee: _____

Transportation cost (airfare, university car, rental, etc): _____

Lodging cost: _____

Food (please base calculation on maximum per diem set by the university):
<http://www.uiowa.edu/ap-purchasing/domestic-travel#meal> _____

Are there any other circumstances that we should consider for your application (*e.g., have you been granted other travel awards for this conference*)? Please describe briefly:

Section 4-Conference

Conference Name: _____

Frequency of Conference: _____

Conference Location (City, State/ Province/County, Country, Zip Code (USA only):

Please provide a brief (2-3sentences) summary of the overall scientific focus of the conference:

Section 5-Presentation

Title of Abstract or Presentation:

Authors:

Abstract:

Is this your first time presenting as a Postdoc?

Section 6- Postdoctoral Work Status

In order to qualify for the travel award, you must have a paid postdoctoral scholar (FP01) or fellow (FP02) status at the University of Iowa at the time of the application, conference, and reimbursement. *(The travel award will be paid out in a lump sum through the University Payroll Office and will be considered taxable income and taxes will be withheld.)*

Will you meet this criteria?

Section 7-Attachments

Please attach proof of acceptance of the abstract and expenses incurred if these are available at the time of submission. If not, please send them to selection committee as soon as you receive them.

Checklist of expected attachments

If you answer no to any of these questions and are not attaching these items at time of submission, please indicate when these items will become available and/or why they are not attached.

Yes No

1. Proof of conference acceptance
2. Proof of other funding (if applicable)
3. Proof of expenses incurred (receipts)

Section 8-Signatures

I attest that this application is true to the best of my knowledge.

Applicant Signature

I agree that this applicant is adequately progressing in their research and is in good standing with the department.

Postdoctoral Mentor Signature

Postdoctoral Mentor Printed Name