

## POSTDOCTORAL FELLOWS ASSOCIATION

### Postdoctoral Career Enhancement Travel Award Application

Academic Year 2017-2018

Please fill in all sections. Incomplete applications will be returned to the applicant. Applications must be signed by your department chair and college dean. Submit the application and supporting documentation as one pdf to [postdocs@central.uh.edu](mailto:postdocs@central.uh.edu) by the deadline. Only electronic copies will be accepted.

Supporting documentation includes: 1) an updated CV, 2) a short description (no longer than 2 pages) of the educational activity as well as the potential benefits 3) letter from advisor endorsing activity, 4) letter of invitation from the collaborative research partner or sponsoring event.

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.

#### *Applicant Details*

Applicant Name: LAST

FIRST

Email:

Phone:

Postdoc Title:

College:

Department:

Please check one of the following:

Travel between September 1, 2017 and February 28, 2018 (Deadline: October 16, 2017)

Travel between March 1, 2018 and August 31, 2018 (Deadline: April 9, 2018)

***Meeting Details***

Title of the Meeting:

Sponsoring Organization/Institution:

Sponsoring Organization/Institution Website URL:

Location (City/State/Country): City State Country

Dates of Meeting (MM/DD/YY - MM/DD/YY):

***Travel Cost Estimate***

Amount requested (maximum \$1000.00):

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

**NOTE: Please print completed form and obtain appropriate signatures.**

Submit the application and supporting documentation as one pdf to **postdocs@central.uh.edu** by the deadline. If you have any questions, please email **postdocs@central.uh.edu**.

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

*Required Signatures*

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Applicant	Date
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Faculty Advisor	Date
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Department Chair	Date
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College Dean	Date
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