

Postdoctoral Career Enhancement Award Guidelines 2017-2018

Last Updated: October 2017

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 traveling 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.

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- 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 career enhancement award from this program per fiscal year.

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 postdocs@central.uh.edu. Only electronic copies will be accepted.

- There are two deadlines per year (one each for fall and spring/summer travel) in order to help ensure that funds will be available to applicants in those disciplines whose meetings are later in the academic calendar. The available funds will be distributed between the two parts of the year. Applicants may submit applications for funding of travel that has already occurred or will occur as long as the deadline is met.
- 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.

For the 2017-2018 fiscal year of the program, application deadlines will be as follows:

October 16, 2017 by 5 p.m. for travel between September 1, 2017 and February 28, 2018.

April 9, 2018 by 5 p.m. for travel between March 1, 2018 and August 31, 2018.

- Applicants must submit the following with their application:
 - an updated CV
 - a short description (no longer than 2 pages) of the educational activity as well as the potential benefits

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- a letter from the mentor endorsing the activity
- a letter of invitation from the collaborative research partner or sponsoring event

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 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.