

# UNIVERSITY of HOUSTON

## POSTDOCTORAL FELLOWS ASSOCIATION

### Postdoctoral 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 two pages) of the scientific meeting or conference as well as the potential benefits to his/her career plans, 3) a letter from your advisor endorsing this travel 4) a letter of invitation from the meeting or conference organizers that your peer-reviewed abstract has been accepted and that you will give an oral or poster presentation on research-related work

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:

Meeting Website URL:

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

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

Is this a regularly occurring meeting (annual, semi-annual, etc.)?

Yes No

Is this a meeting of a national or international conference?

National International

***Presentation Details***

Title of Presentation:

Type of Presentation:

Paper

Poster

Performance

Other (Specify):

Has your abstract, paper, or presentation been peer reviewed and documentation attached?

Yes No

NOTE: To be eligible, you must provide evidence that there was a peer-review process such that the presentation might have been rejected

Are you the presenter?

Yes No

NOTE: To be eligible, you must be the person who actually delivers the presentation.

Co-Authors (if any) and their affiliation:

***Travel Cost Estimate***

Amount requested (maximum \$1200.00):

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.** Documentation must be attached to the signed application indicating that you have been accepted as a presenter or have presented at the meeting and that there was a peer-review process such that the presentation might have been rejected.

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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