

Postdoctoral Career Enhancement Application

Academic Year 2020-2021

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 fed@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

Last Name:

First Name:

Email:

Phone:

Postdoc Title:

College:

Department:

Faculty Advisor:

Department Chair:

Please check one of the following:

Travel between September 1, 2020 - February 28, 2021 (Deadline: November 27, 2020)

Travel between March 1, 2021 - May 31, 2021 (Deadline: February 5, 2021)

Course/Internship/Collaboration Details

Title of Course/Internship/Research Project:

Sponsoring Organization/Institution:

Sponsoring Organization/Institution Website:

URL:

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

Dates of Course/Internship/Collaboration (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 fed@uh.edu by the deadline. If you have any questions, please email fed@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

Applicant (Print and Sign) Date

Faculty Advisor (Print and Sign) Date

Department Chair (Print and Sign) Date

College Dean (Print and Sign) Date