UNIVERSITY of **HOUSTON**

Postdoctoral Travel Award 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 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

First Name:

Last Name:

Phone:

Email:

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)

☐ Travel between June 1, 2021 - August 31, 2021 (Deadline: May 7, 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

Is this a regularly occurring meeting (annual, semi-annual, etc.)? ☐ Yes   ☐ No

Is this a meeting of a national or international conference? ☐ Yes   ☐ No

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Presentation Details

Title of Presentation:

Type of Presentation:

☐ Oral/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 $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 submittedtothedepartmentbusinessofficenolaterthan60daysaftertraveliscompleted. *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