



POSTDOCTORAL SCHOLAR DOMESTIC AND FOREIGN TRAVEL PROGRAM

Description and Eligibility

- This program provides support for domestic and foreign travel to national and international conferences to present their active research.
- **Award Amounts:** Up to \$1,500 for domestic travel and up to \$2,000 for foreign travel will be provided to those awarded.
 - 1:1 Matching funds must be identified.
 - The matching funds may be from the postdoc's research mentor/supervisor, unit, college or another travel award or independent grant.
- **Eligibility:** Persons at the University of Georgia officially seated in a Postdoctoral Associate AD, Postdoctoral Associate AC or Postdoctoral Fellow position.
 - Only one award per year per postdoctoral scholar allowed.

Deadlines

- Deadlines: Second Tuesdays in August, November, February and May

Application Process and Application Materials

- Applications are submitted via [UGA's InfoReady site](#).
- Complete the **Postdoctoral Scholar Domestic and Foreign Travel Program** application. The following details are required for submission:
 - Name, unit and email address
 - Title of meeting/conference
 - City and Country of meeting
 - Dates of meeting/conference
 - Overall trip budget estimate
 - Amount requested from the Office of Postdoctoral Affairs
 - Source of 1:1 matching funds
 - Contact for matching funds
 - Research mentor/supervisor information (name and email)
 - Unit's Business Manager contact information (name and email)
 - Departmental ID from the UGA Financial System. (Obtained from unit's business manager.)
 - Role in the meeting/conference
 - What was the process by which applicant was invited or the application to attend was accepted (i.e., peer review, auto-acceptance, etc.)
 - Will abstract or full paper from presentation be published as part of meeting proceedings?
 - Nature and Quality of Meeting
 - Significance of the applicant's participation
 - **Documentation of Participation** (for example, copy of invitation or acceptance of your abstract or presentation). The documentation needs to be translated into English if applicable. If you

have not received official acceptance then submit your application by uploading any supporting documentation (a paragraph explaining the situation, email correspondence with conference organizers, receipt of abstract submission, etc.). If awarded, the funds will be contingent on receipt of the official acceptance or invitation.

Evaluation and Selection Process

- Eligible conferences are formal events where researchers/scholars present results, give performances and other scholarly activities.
- Reviews will be conducted by UGA faculty and UGA Postdoctoral Association leadership.
- Requests will be evaluated competitively, with priorities based on (a) the scope of the meeting and (b) the scope of the individual's participation. It is important to communicate the merit of your participation to the reviewers.

Award Procedures and Conditions - I have been awarded. Now what do I do?

- Claiming funds: The award amount will be transferred to your unit. The funds will be Indirect Cost Return (F15000) funds and will be budgeted to the financial Department ID provided in your application. You may work with your business office to seek reimbursement for your travel expenses up to the award amount.
- Any unused award funds should be returned to the Office of Research.
- For UGA Travel Policies and Procedures, please refer to the Finance and Administration Policy and Procedure Library: <http://policies.uga.edu/Travel/>. Questions regarding the transfer of budget may be directed to Nanette.Roberts@uga.edu.

Contact for questions about the program: opa@uga.edu

Contact for questions regarding Travel Authorities, reimbursements, expense reports, etc.: Your unit's Business Office and/or the link referenced above.

Frequently Asked Questions:

- ***I need to apply for assistance but I will not have my documentation of participation until after the Foreign Travel application deadline for my travel dates. What should I do?*** Try to get at least an email correspondence regarding your participation in the conference. If that is not possible, go ahead and submit your application with a note explaining the situation and you will submit your documentation when you receive it. If awarded, you will be required to provide the documentation before you can access the award.
- ***What happens if my application is submitted late?*** Late applications (those submitted past 11:59 pm on the deadline date) will be considered in the next deadline cycle.
- ***If I am awarded, what is the process for using the funds for my travel?*** See the "Award Procedures and Conditions" section of the guidelines. Your award communication will also contain instructions and guidance.

- ***I have already submitted a Travel Authority for this trip on a different Chart String than the one in my award letter. May I use the existing Travel Authority or must I submit a new one?*** You may use an existing Travel Authority as long as it is the same trip. There is no need for a new one.
- ***I have already received reimbursement from another source. How may I utilize this award?*** You may have your business office submit a GL journal in OneSource to reallocate the charge to the Foreign Travel Chart string.
- ***Why was I not funded?*** The Postdoc Domestic and Foreign Travel Program is a competitive program with limited funds. Applications are reviewed on the caliber of the meeting and the significance of the individual's participation. Because of the limited funds we are only able to fund a limited number based on the priority scores.