



POSTDOCTORAL SCHOLAR TRAVEL PROGRAM

Description and Eligibility

- This program provides support for domestic and foreign travel for two purposes: 1) to present active research at national and international conferences and 2) participation in professional development events, such as formal workshops or training sessions.
- **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. This criteria is based on when the travel occurs.
 - Only one applicant per conference per research mentor will be considered.

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 Travel Program** application. The following details are required for submission:
 - Name, unit and email address
 - Title of meeting/conference/workshop
 - Link to conference/meeting/workshop webpage
 - City and Country of meeting/event
 - Dates of meeting/conference/event
 - 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. *(Please contact your unit's business manager to obtain this ID and to notify him/her of your potential travel and this application.)*
 - Role in the meeting/conference/event

- What was the process by which applicant was invited or the application to attend was accepted (i.e., peer review, auto-acceptance, etc.) For professional development events, enter “Registration”.
- Will abstract or full paper from presentation be published as part of meeting proceedings? (Select “No” in the case of a professional development event.)
- Nature and Quality of meeting/conference/event
- Significance of the applicant's participation. Please describe how your role in the conference/meeting/event will benefit your career development and the University of Georgia.
- **UPLOAD - Support letter from research mentor/supervisor.** The support letter must include the following:
 - Verification of applicant’s role and nature of presentation (e.g., podium presentation, poster, etc.) in the meeting/conference/event and the selection/invitation process.
 - Verification of the matching funds listed in the application.
 - Description of the significance of the applicant’s participation in the conference or professional development event to the applicant’s career development and to UGA.
 - Description of the scope/quality of the conference (international, national or regional meeting, significance of the conference to the discipline, etc.).
- **UPLOAD - Documentation of Participation. *For presenting at a conference/meeting:*** a copy of invitation (for invited speakers) or acceptance of your abstract/presentation. ***For a professional development event:*** copy of your registration.
 - The documentation needs to be translated into English if applicable.
 - If you have not received official acceptance to present at the conference/meeting, you may still apply to the Postdoc Travel Program as long as acceptance decisions are forthcoming within 2-3 weeks of the application deadline. You may submit your application by uploading any supporting documentation (a paragraph explaining the situation, email correspondence with conference organizers, receipt of abstract submission, etc.).
 - Please do not apply to the Postdoc Travel Program if you have not yet applied to present at a conference/meeting or registered for a professional development event.
- **UPLOAD - Curriculum Vitae.** Most up-to-date version of CV.
- **UPLOAD – For presenting at a conference - Abstract of research being presented.** Abstract of research being presented (or other description of the presentation in the case of a performance). **For professional development event – Program/workshop description or training/class syllabus or schedule.**

Evaluation and Selection Process

- Eligible conferences are formal events where researchers/scholars present results, give performances and other scholarly activities.
- Professional development events are those where the main goal of participation is to learn new skills and/or further development skills to help you grow and succeed in your career path. These can include formal workshops and training programs.
- Requests will be evaluated competitively, with priorities based on (a) the scope of the meeting and (b) the scope of the individual’s participation. For example, international conferences and oral presentations will be given priority. Attending conferences as a non-presenting general participant does not qualify as a professional development event.
- 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 I miss the deadline?*** You will be able to submit in the next cycle by the posted deadline once the next cycle's InfoReady competition form opens.
- ***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?*** Contact your unit's Business Manager about procedures in this instance.
- ***Why was I not funded?*** The Postdoc 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.