

UNIVERSITY of HOUSTON

Postdoctoral Career Enhancement Award Guidelines

Purpose

The Postdoctoral Career Enhancement Award is designed to help the University of Houston's postdoctoral fellows, scholars, and researchers enhance their professional development. The award will support registration and/or travel for internships, extramural courses (e.g., NIH, etc.) to learn new skills, and visiting laboratories to conduct collaborative studies to support their career/professional development.

Nature of Support

One award per application cycle will be awarded. The maximum amount of each award will be set at \$1000.00. There is no exception to this amount for foreign travel. Only the most economical fares are eligible for reimbursement under this program.

Eligible travel expenses for career/professional development include registration fees, airfare, ground transportation, lodging, and meals.

The award is not intended to replace support for travel from existing sources (e.g., contracts and grants and current policies or practices for travel support within colleges or departments). If those sources have been utilized for an earlier internship, extramural course, or previous travel to other laboratories to conduct collaborative studies, the committee will entertain a request for funds in support of additional travel.

The following documents are required as part of your application. You will have an opportunity to upload your documents as part of this application form

1. Current CV
2. A short Description of the scientific meeting or conference that includes details about your career plans (no more than 2 pages)
3. A letter of recommendation from your advisor/PI mentor endorsing your career/professional development. See Recommendation Guide for Details
4. Submit career/professional development registration form and/or payment information to verify conference participation
5. Budget
6. Application Signature page.

For support, contact the Office of Faculty Engagement and Development at fed@uh.edu.

APPLICANT ELIGIBILITY

- Applicants must be postdoctoral fellows, scholars, and researchers at the University of Houston.
- A postdoctoral fellow is defined as an individual who holds a doctoral degree (or equivalent), and
 - 1) whose doctorate was awarded within the past five years;
 - 2) whose appointment is for a limited term;
 - 3) who works under the supervision of a senior researcher, and
 - 4) whose appointment is primarily for the purpose of training in research or through scholarship.
- If travel has already occurred at the time of application, the applicant who received reimbursement from any other sources for that travel is not eligible to apply for the Career Enhancement Award.
- A postdoctoral fellow, scholar, or researcher may receive one career award during the program academic year.

QUALIFYING VENUES

- An award may be allocated only if the applicant travels to work at a qualifying venue.
- Qualifying venues include but are not limited to academic institutions, governmental and private agencies, industrial societies, professional societies, internship programs, and extramural courses or workshops.

Application Cycle Deadlines and Application Periods

- Deadline November 8th for Career Enhancement between September and February
- Deadline February 7th for Career Enhancement between March and July

APPLICATION PROCESS

- **ONLY** electronic applications will be accepted.
- A copy of the guidelines for the Postdoctoral Career Enhancement Award is available for download via the provost website, <https://uh.edu/provost/university/postdocs/>.
- Applicants must complete an electronic application
- Print and upload the checklist and signature page after obtaining the appropriate signatures from their advisor, department chair, and dean.
- Applications must be approved by their advisor, appropriate department chair, and dean.
- Deans have been directed to approve such requests only if they meet the above guidelines, including the requirement that this award is not being used as a substitute for (or supplement to) other sources of funding.
- Before the application deadline, signed application forms and supporting documentation should be submitted via this web-based form.
- There are two deadlines per year, one for the fall and spring career/professional development. Applicants may submit applications for career/professional development funding that has already occurred or will occur as long as the deadline is met.

Decision Process

- A faculty committee appointed by the Provost will review requests for support to ensure conformance to the guidelines.
- The faculty committee will begin its review of applications soon after the deadline.
- Applicants will be notified approximately four weeks after the deadline.
- After the Provost's review, all applicants will be notified.
- Upon approval, funds will be provided to the college. It is the college/department's responsibility to process the paperwork associated with the payment or reimbursement for career/professional development.
- Once an application has been approved, no substitutions will be allowed; if an individual desire to use the program's funds to support career/professional development other than the one for which the original application was submitted, he or she must submit an entirely new application prior to the application deadline.

You must submit the following documents with your application:

1. Current CV
2. A short description of the career/professional development event that includes how participating in the training supports your career plans
3. A letter of recommendation from your advisor/PI/mentor endorsing your career/professional development. The Advisor Recommendation Letter can be used as a guide for the letter requirements
4. Submit career/professional development registration form and/or payment information to verify conference participation
5. Budget
6. Application signature page

Incomplete applications are not eligible for full or partial award.

Advisor Recommendation Letter Postdoctoral Career and Travel Award

Postdoctoral Fellows, please provide this guide to your PI/faculty mentor before he or she writes your letter of recommendation for the Postdoctoral Award.

The letter of recommendation should be an endorsement of the postdoctoral fellow's application for the Travel or Career Award. Ideally, faculty should be highly familiar with the postdoc's application, particularly the reason why the postdoc is participating in a conference.

The letter of recommendation should address:

- Why the postdoc participation in the conference/workshop/ professional training is important to the career development and/ or professional development
- Will the conference/workshop/professional training be an appropriate venue to gain additional knowledge
- The importance of the opportunity to participate in the conference or career/professional development.
- The benefit of attending this conference/workshop/ professional training to the university
- A detailed overview of how the postdoctoral fellow's scholarly development will be enhanced by attending the conference/workshop/professional training
- Evidence of and continued potential research and scholarship success
- Outline Postdoc's potential impact on his or her field of research
- Demonstrate a strong personal relationship between the postdoc and the faculty mentor/PI/ Advisor.

CHECKLIST AND SIGNATURE PAGE
Postdoctoral Career and Travel Award

CHECKLIST

Applicants must submit the following with their application:

- Current CV
- A short description of the scientific meeting or conference, include potential benefits to your career plans (2-page maximum)
- A letter from the advisor endorsing this travel
- A letter of invitation from the meeting or conference organizers that your peer-reviewed abstract is accepted and that you will give an oral or poster presentation on research and related work for the travel award.

For the Career Enhancement Award

- Budget
- Application

Upload this document to your MS Form.

	Print	Signature
Name (Last, First, M.)		
Department		
College		
Name Advisor/Mentor/PI		
Signature Advisor/Mentor/PI		
Postdoc		
Date		

CHECKLIST AND SIGNATURE PAGE
Postdoctoral Career and Travel Award

SIGNATURE PAGE

Include the signed Signature page with you Postdoctoral Career or Travel Award Application.

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

The request for reimbursement, including required documentation, must be submitted to the department business office no later than 60 days after the travel or participation in professional development is completed.

TRAVEL COST ESTIMATE
Postdoctoral Career and Travel Award

To be eligible for the Career Enhancement award, you must meet the requirement of being a postdoctoral fellow.

- The Career Award maximum \$1000.00:

To be eligible for the Travel award, you must be the person who actually delivers the presentation. Co-Authors (if any) and their affiliation:

- The Career Award maximum \$1200.00:

Please provide a cost estimate of your trip:	
Registration Fee	
Economical Airfare	
Ground Transportation	
Lodging	
Meals	
Other	
TOTAL	

Upload this document to your MS Form.