

## Postdoc Travel Award Application Guide

### Coverage and Eligibility

The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS) is pleased to offer Purdue Postdoctoral Scholars a competitive travel award designed to supplement expenses for career-building travel.

- There are three annual cycles; each cycle covers four months of travel.
  - **Fall Award covers travel in August – November**
    - Application window: July 1 - 15
  - **Winter Award covers travel in December – March**
    - Application window: November 1 - 15
  - **Spring Award covers travel in April – July**
    - Application window: March 1 - 15
- To be eligible, you must be classified as a postdoctoral scholar at Purdue University (i.e., you must have your PhD and be on a limited-term contract for career-related training).
- Types of travel events eligible for the award include:
  - Conference Presentations
  - Invited Talks
  - Job Interviews
  - Professional Development Workshops
  - Research Collaboration Meetings
  - Organizational Leadership Meetings
- If you have applied to present at a conference but have not heard back about your acceptance, you are still eligible but must submit proof of acceptance before award disbursement.
- You can apply for an event that you have already attended IF you have not reconciled your Concur Travel Account for the associated expenses.

### Funding and Payment

- **Funding is merit-based;** applicants with the greatest professional investment in event attendance are prioritized.
- **Funding is limited;** we are usually able to award about half of the applicant pool each cycle.
  - Applicants typically apply for conference-related travel, and winners are *typically* first-author presenters WITH additional leadership role(s) at the conference.
  - Currently we have \$11,000 to award each cycle
  - Awards average \$500; the minimum award is \$400.
  - Postdocs who take the time to apply for additional travel awards are scored higher than those who don't; proof of award-application must be uploaded.

- **Postdocs can apply each cycle.**
  - You are welcome to apply for more than one event, however, only one event per cycle can be awarded.
- **Award funds are directly applied to your Concur Travel account to reimburse travel expenses.**
  - Award letters contain an account number your business office uses to reimburse your Concur travel expenses. Our business office must approve the transaction.
  - The full amount of the award can be applied as reimbursements are not subject to taxes.
  - If you do not have a Concur account because you are not paid by Purdue, another arrangement will be made.

## Applying

- **The online application portal is open for the first two weeks of the application month. Applications must be submitted by NOON ET on the 15<sup>th</sup> day of the application month. Awards are announced within 2 weeks of the submission deadline.**
- You can complete the application in more than one sitting by using a password to get back in. You can make changes to the application until you submit it.
- **Applying requires two types of information:**
  - **Event-related documents**
    - Examples include your conference presentation submission receipt, your workshop registration receipt, your letter of invitation to speak...
    - Documents are uploaded directly into the application and require a naming convention that must be followed.
  - **Short essay questions**
    - All applicants are asked how they will use this travel-event to leverage their long-term career goals (350 word limit).
    - Applicants will be asked additional open-ended questions depending on selected leadership or career-related opportunities.
- **Below is a list of required documents and essay prompts for the most common types of travel-events.**

We look forward to reviewing your application! If you have questions, please email OGSPS Postdoctoral Affairs at [postdoc-affairs@purdue.edu](mailto:postdoc-affairs@purdue.edu)

## For Conference Presentations

- **Upload** conference submission receipt OR your acceptance letter
- Answer the following question(s):
  1. Title of conference
  2. Name of organization/institution sponsoring the conference
  3. Type of presentation:
    - a. Poster
      - i. Are you first author? (yes, no)
      - ii. How does your field list authors? (largest contributor, alphabetically)
    - b. Symposium/Talk
      - i. Are you first author? (yes, no)
      - ii. How does your field list authors? (largest contributor, alphabetically)
    - c. Panel Discussion
      - i. Which role do you serve on the panel? (Moderator, Panelist)
    - d. Workshop Trainer/Leader
      - i. What responsibilities are associated with your trainer role at the conference? 100 word limit.
    - e. Other
      - i. Describe your presentation type
    - f. Unsure—haven't heard back yet!
    - g. None
  4. Select other roles and opportunities you will have at the conference:
    - a. Leadership Role
      - i. What responsibilities are associated with your leadership role at the conference? 100 word limit.
      - ii. **Upload** letter or email confirming your leadership role
    - b. Session Judge
      - i. **Upload** your session judge confirmation
    - c. Job Interview or Meeting with Recruiter
      - i. **Upload** a letter or email to confirm you are invited to at least one interview or scheduled to meet with a recruiter
    - d. Organization Membership Meeting
      - i. What are your roles in the meeting? (Member attendee; Leader)
      - ii. (If Leader) What responsibilities are associated with your leadership role at this meeting? Please explain. 100 word limit.
    - e. Collaboration Meeting
      - i. Describe the collaboration meeting you will attend (e.g., members/institutions, purpose), and your responsibilities as a collaborator. 100 word limit.

- f. Networking
    - i. What is your networking strategy? Describe how you will maximize this opportunity for networking and the connections you hope to gain. 100 word limit.
  - g. Other
    - i. Describe your other conference role or leadership opportunity. 25 word limit.
    - ii. **Upload** confirmation of your career-building opportunity.
5. ***How will you leverage this conference experience to achieve your long-term career goals?*** Limit 350 words.

## For Invited Talk or Job Interview

- **Upload** invitation to talk or interview
- Answer the following questions:
  1. What is the name of the host institution or organization?
  2. Please give us background details on how your invitation came about. Is it for a specific department program or position? A job talk? How did they learn about you/your research? Please explain. 50 word limit.
  3. Describe the expected audience (e.g., who, how many)..
  4. ***How will you leverage this experience to achieve your long-term career goals?*** Limit 350 words.

## For Professional Development Workshop

- **Upload** your registration confirmation for your professional development or career-building workshop.
- Answer the following questions:
  1. What is the name of the host institution or organization?
  2. What is the title of the workshop?
  3. What is the name of the host institution or organization?
  4. What are your roles in the workshop? (Participant Learner, Leader)
    - a. (If Leader): What responsibilities are associated with your leadership role at this workshop?
  5. How many hours will you be participating in the workshop, from start to finish?
  6. ***How will you leverage this workshop experience to achieve your long-term career goals?*** Limit 350 words.