

Postdoc Travel Award Application Guide

Coverage and Eligibility

The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS) offers competitive travel awards to help Purdue Postdoctoral Researchers participate in conferences and professional activities that advance their research and career goals.

There are four annual award cycles:

Cycle	Travel Months	Portal Opens	Portal Closes	Funds Available
Fall	OCT-DEC	September 1	September 15	October 1
Winter	JAN-MAR	December 1	December 15	January 1
Spring	APR-JUN	March 1	March 15	April 1
Summer	JUL-SEP	June 1	June 15	July 1

- You can apply for an event that you have already attended (or will attend before the award date) IF you have not yet reconciled your Concur Travel Account for the associated expenses.
- To be eligible, you must:**
 - Have a Postdoctoral Researcher appointment at Purdue University
 - Have been accepted or invited to present your research

Funding and Payment

- Funding is merit-based**
 - Priority is given to applicants who demonstrate the strongest professional and career-development benefit from attending the event.
 - To expand funding opportunities across the Purdue postdoctoral community, priority may be given to applicants who have not received a Postdoc Travel Award within the previous 12 months.
- Funding is limited**
 - We are usually able to award 30-40% of the applicant pool each cycle.
 - Successful applicants are typically first-author presenters who have additional leadership responsibilities, service commitments, or career-related activities associated with the event.
 - Currently we have \$36,000 to award each year; awards average \$500
- 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.



Applying

- The online application portal is open for the first two weeks of the application month. Applications must be submitted by 12:00 p.m. ET on the 15th of the application month.
- Awards are announced within 2 weeks of the submission deadline.
- You can access the online application here: <https://redcap.link/pdtravel>
- 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:
 - Acceptance or invitation confirmation
 - Examples include your presentation acceptance letter or invitation to speak
 - Documents are uploaded directly into the application
 - Short essay questions
 - All applicants are asked to describe how the travel opportunity supports their long-term career goals (350-word limit).
 - Applicants will be asked additional open-ended questions depending on selected leadership or career-related opportunities.

We look forward to receiving your application. Questions may be directed to OGSPS Postdoctoral Affairs at postdoc-affairs@purdue.edu.

NEW Professional Development Support Fund

Individuals with Postdoctoral Researcher appointments seeking support for **career-enhancing training workshops, certificate programs, courses, or other professional development opportunities** may request assistance through the Professional Development Support Fund.

OGSPS maintains approximately **\$4,000 annually** for this program. Funding is awarded on a first-come, first-served basis while funds remain available and is generally **limited to \$400 per postdoctoral scholar**.

Postdoctoral Researchers interested in this support should **complete this [form](#) to inquire about fund availability and request funds**.

Approved expenses may be **reimbursed through the individual's Concur account** upon submission of appropriate documentation, such as a registration confirmation, receipt, or other eligible expense records.