

UNL Postdoctoral Travel Grant Program

About the Program

This is a needs-based program that supports travel—both domestic and international—for postdocs who present research (oral or poster) at an academic conference or professional meeting. Program parameters include the following:

- Travel grants will be awarded only when travel funds from a Center, college, department, PI, or research grant *are not sufficient* to cover travel expenses.
- Awards—up to \$750—will be based on verified financial need and availability of Program funds.
- Based on the availability of funds and recommendations from the Travel Grant Committee, the Office of Postdoctoral Studies will make the final decision on award amounts and awardees.

Eligibility

For the purposes of this Program, the term “postdoc” includes all individuals who have earned a doctoral degree, have fewer than 5 years of service at UNL, and have a non-tenure track appointment at UNL.

To be considered for a travel grant, you must also:

- have the full support of your advisor/PI to attend the conference,
- declare via the *Application Form* that financial support from other sources is either unavailable or insufficient to cover your travel expenses,
- be presenting research performed at UNL, and
- have not previously received a grant from this Program.

Application Process

Applying for travel funds is a three-step process.

Step 1: Create an application packet:

- a. *Postdoc Travel Grant Application* form, completed (and signed)
- b. *Pre-Trip Authorization Request* form, completed (and signed)

Step 2: Send **four copies** of your application packet via campus mail to:

Postdoc Travel Grant Committee
% Office of Postdoctoral Studies
1100 SEH
CC 0619

Incomplete application packets
will not be reviewed.

Step 3: Email your abstract acceptance letter to postdoc@unl.edu, as soon as you receive it.

Grant Awarding Process

Applications will be accepted on a rolling basis for travel up to one year in the future. The Travel Grant Committee meets three times per year (in the second week of March, July, and November) to consider all applications received since the last meeting, regardless of planned travel date. Applications received after a meeting will be considered at the next meeting. Applications for travel already completed will not be considered, so apply early.

Applicants will be notified within two weeks of the Committee Meeting at which their application was considered.

Grant Disbursement

When you return from your trip, file a *Travel Expense Voucher* with the Office of Postdoctoral Studies; you must attach original, itemized receipts (see travel.unl.edu for specific requirements). You'll be reimbursed up to the amount of the grant award. Grant funds may be used only for costs incurred during travel to and participation in the conference specified in the application; grants are nontransferable.

Postdoc Travel Grant Application

Applicant Information

Full Name _____ Department/Unit _____

Year Ph.D. conferred _____ Campus Address/ZIP _____

Email address _____ Phone Number _____

Faculty Advisor/PI _____ Advisor/PI Email _____

Travel Information

Conference Name _____

Conference Dates _____ Conference Location _____

Title of Presentation _____

Funding Information — *How are you planning to pay for the travel described above?*

List all sources of funding for this trip, which may include: PI support, research grants, academic units, other travel awards, financial gifts, personal funds, etc.

Funding Source	\$ Amount
Advisor/PI/Grant	
College/Dept	
Other (specify)	
Other (specify)	
Applicant's Personal Funds	
Total Funding	

Award amount is based on financial need and availability of Program funds, and represents the maximum possible reimbursement from this Program.

← *This amount should match the total on the Travel Authorization.*

Financial Need Certification Statement

We certify that funds available from our research grants, department, college, Center, and other travel awards are insufficient to support the travel described above.

Faculty Advisor/PI Signature

Date

Postdoc Applicant Signature

Date

Mail **four copies** of your application packet to:

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