

## **MU Postdoctoral Association Travel Awards Application Instructions**

### **\*Instructions updated for Summer 2025 cycle and later**

#### ***Travel Award funding cycle:***

The MU Postdoctoral Association Travel Award follows a three-round funding cycle per year. The application deadlines for each funding round are described below:

- **Fall: Deadline November 1<sup>st</sup>**

- Conference/training attended from Sept. 1<sup>st</sup>-Dec. 31<sup>st</sup>
- Notification by December 1<sup>st</sup>

- **Spring: Deadline March 1<sup>st</sup>**

- Conference/training attended from Jan. 1<sup>st</sup>-April 30<sup>th</sup>
- Notification by April 1<sup>st</sup>

- **Summer: Deadline July 1<sup>st</sup>**

- Conference/training attended from May 1<sup>st</sup>-August 31<sup>st</sup>
- Notification by August 1<sup>st</sup>

#### ***Eligibility criteria***

To be able to successfully apply for the travel award, the applicant must fulfill ALL of the following criteria. The applicant must:

- be a current postdoctoral fellow in good standing at the University of Missouri – Columbia, during the entire time of the reimbursement process and during the time of conference attendance.
- have attended the conference during the specified date range for each funding round.
- not have previously received a MUPA travel grant in the last 2 rounds of awards.
- be requesting only the costs of membership or registration, flights, lodging, poster printing, and/or childcare expenses paid by the applicant.
- have completed the annual postdoctoral evaluations if requested to do so.

### Application process:

To apply for the travel award, we require the following:

- Completed Application form (agreeing to all statements concerning the reimbursement process)
- Your current CV
- Letter of Support from your supervisor or department chair (signed)

Applications must be received by the application deadline, and the meeting must fall within the specified funding period to be considered for that funding round. The application form and letter of support should be sent to **mupatravel@missouri.edu** by 5 PM on the deadline date.

### Award process/requirements:

Travel awards will be provided as reimbursements to awardees:

- following submission of original receipts and meeting report
- for up to \$500 and **only for the cost of membership, registration, flights, lodging, poster printing, and/or childcare expenses, paid directly by the postdoctoral fellow.**

A short (no more than 500 words) report about the meeting/conference/training, highlighting why your attendance was important to you, is required. If you were presenting research at a meeting or conference, please include a brief description (<280 characters) of your work (with an optional image/gif) that can be shared on the MUPA social media accounts.

If you are presenting either an oral presentation or a poster, we ask that you include the office of graduate studies logo in your acknowledgements.

Updated evaluation process: (starting with Fall 2023 cycle)

At least four members of the MUPA board will rate each application without knowledge of personal identifiers on the following criteria:

A. Research description (0-4)

Could a lay reader understand the description and determine its importance?

4 -- well written; very easy to understand

3 -- mostly well written; understand most of the description

2 -- average description; understand half of the description

1 -- fairly poorly written; difficult to understand most of the description

0 -- poorly written; very difficult to understand or nothing provided

B. Travel benefit (0-3)

3 -- international or otherwise prestigious meeting OR first presentation by the applicant as an MU post-doc OR unique and critical training opportunity OR some other situation that the post-doc describes convincingly

2 -- something in between 1 and 3

1 -- routine presentation by the post-doc at a lower-tier meeting

0 -- any of the above, but applicant has received an MUPA travel grant in past cycles

C. Presentation type (0-2)

2 -- oral presentation or teaching a workshop/class

1 -- poster presentation

0 -- other (e.g., applicant is taking a class or meeting collaborators but not making a conference presentation or teaching the class)

D. Funding need (0-2)

2 -- no other money available or apparently low likelihood of any other funding; applied for other support and appears to have moderate chance of getting some funding,

1 -- or has partial funding available

0 -- has other funding available or likely; travel would not require significant personal expense

E. Overall merit (0-4)

This is a subjective score, MUPA members will use their own best judgment.

4 -- definitely should receive funding; strongest applications

3 -- should receive funding; strong application

2 -- might be able to receive funding; average application

1 -- probably should not receive funding; weak application

0 -- definitely should not receive funding; weakest applications