

UNIVERSITY OF UTAH – GRADUATE SCHOOL

Postdoc Travel Assistance Application

Applications for Postdoc Travel Assistance are invited from current University of Utah postdocs whose research or creative project has been accepted for presentation at a professional meeting. This assistance is contingent upon the applicant presenting at the meeting.

Applications must be received by the Graduate School prior to travel dates. Requests are considered up to a maximum of \$500. Each postdoc is only eligible to receive the award one time during their career here at the University.

Travel assistance funding can reimburse airfare, car mileage (in lieu of airfare), ground transportation fares such as shuttle or taxis, lodging, abstract fees and conference registration fees. The assistance will not reimburse meals, per diem, society memberships, or poster preparation fees.

Incomplete applications result in delays in processing. Complete applications include:

- 1) Certification of Eligibility to Receive Funding (page 2 of this form);
- 2) Travel Assistance Signature Page (page 3 of this form);
- 3) a copy of the notification that your proposal has been accepted;
- 4) a travel estimate for eligible expenses. You may use the online form found at the University of Utah Travel Department website:
<http://afs.admin.utah.edu/download/PreRegistrationAuthorization.pdf>
- 5) a brief statement about the value of the meeting and presentation to your professional development as well as to the mission of your department or research lab.

For further information, please contact the Graduate School at 801-585-7254 or postdocs@gradschool.utah.edu

**PLEASE NOTE THAT ANY AWARDS THAT ARE NOT CLAIMED BY THE DEPARTMENT
WITHIN 60 DAYS OF TRAVEL WILL BE FORFEITED.**

Certification of Eligibility to Receive Funding

Application for Scholarships, Fellowships, Tuition Waivers, and Financial Aid

Pursuant to SB-81, as of July 1, 2009, every University of Utah recipient of a scholarship, tuition waiver, or any other form of financial aid must undergo certification of lawful U.S. residency.

Those who receive a scholarship, fellowship, or other financial aid administered by the University of Utah are required by state law to certify that they are eligible to receive the scholarship as a U.S. citizen or a citizen of another country who is lawfully present in the U.S. If recipients do not know whether they are in the U.S. lawfully, they should seek the advice of an immigration attorney before filing a scholarship/financial aid application.

Prior to the disbursement of any scholarship/financial aid, the University of Utah is required by law to verify the recipient's citizenship status or lawful presence in the U.S. with the Department of Homeland Security (DHS). Once the University submits someone's information to DHS for verification, this federal agency may have the legal right to share the information with other government agencies.

Applicant Signature

By signing this application, I certify under penalty of perjury that I am either a U.S. citizen or a citizen of another country who is lawfully present within the U.S. I understand that my lawful presence within the U.S. will be verified through the Department of Homeland Security prior to an award of this scholarship/financial aid.

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Postdoc Travel Assistance Signature Page

To be considered, applications must be received by the Graduate School prior to dates of travel.

NAME: _____
Last First/MI

ADDRESS: _____
Campus Address Email Address

Academic Department / Lab UNid

MEETING: _____

CITY/STATE: _____ DATES: _____

TITLE OF PAPER/PRESENTATION: _____

For PIs and Department Travel Coordinators:

MAXIMUM AMOUNT OF POSTDOC TRAVEL ASSISTANCE IS \$500.00

PI WILL MATCH UP TO \$ _____ UNIVERSITY TRAVEL NUMBER: _____ **(Required)**

Your signature below indicates that you understand that any awards that are not claimed within 60 days of the date of travel will be forfeited by the department.

Department Travel Coordinator Signature Email Address

Signature indicates your commitment to match Graduate School funds up to amount listed above and a belief in the scholarly merit of the presentation to the academic field and the postdoc's career.

PI'S Printed name Signature Email Address

Please return completed application to The Graduate School, University of Utah, 302 Park Building.

GRADUATE SCHOOL USE ONLY:

APPROVED: DATE _____ BY _____ APPROVED FOR: \$ _____

WAITING LIST: DATE _____ BY _____