

## **UNIVERSITY OF UTAH – GRADUATE SCHOOL**

### **Postdoc Travel Assistance Application**

Applications for travel assistance funds are invited from current University of Utah postdocs whose research or creative project has been accepted for presentation at a professional meeting. HR job codes that are classified as postdoc positions include 9205, 9206, 9207, 9208, 9209, 9210, 9211, 9212 & 9213. Each postdoc is only eligible to receive the award one time during their postdoctoral career at the University of Utah.

Travel assistance funds 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. Funding is contingent upon the applicant presenting at the meeting.

Funds have been reserved for each travel month based on past usage of the award. Once the funds have been awarded for that month, no further awards will be accepted. Requests are considered up to a maximum of \$500. Only complete applications will be considered, so please contact the Office of Postdoctoral Affairs with any questions.

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 Office of Postdoctoral Affairs at 801-585-7254 or [postdocs@gradschool.utah.edu](mailto: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.

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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 Postdoctoral Affairs prior to dates of travel.*

*A University Travel Number must be created at least 3 weeks prior to international 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 submit completed application to The Office of Postdoctoral Affairs, 302 Park Building or [postdocs@gradschool.utah.edu](mailto:postdocs@gradschool.utah.edu).**

POSTDOCTORAL AFFAIRS USE ONLY:

APPROVED: DATE \_\_\_\_\_ BY \_\_\_\_\_ APPROVED FOR: \$ \_\_\_\_\_

WAITING LIST: DATE \_\_\_\_\_ BY \_\_\_\_\_