

POLICIES AND GUIDELINES FOR THE PDA TRAVEL AWARDS

I. PURPOSE

An award of up to **\$500.00** is available for eligible applicants who are attending an extracurricular academic/professional conference or a training activity. The award is offered as a supplemental reimbursement to cover expenses related to transportation, lodging, poster printing, and registration. The award is not meant to reimburse for activities that are not primarily professional in purpose.

II. ELIGIBILITY

All postdoctoral researchers, postdoctoral fellows, research associates, research scientists and visiting scholars working at The Ohio State University at the time of travel and at the time of reimbursement are eligible to apply for a travel award. Each applicant is eligible to receive a maximum of one PDA travel award while working at Ohio State. Eligibility that is not explicitly defined in this document is determined on a case-by-case basis by the PDA Officers Committee. For any additional questions regarding eligibility, contact postdocassociation@osu.edu.

At this time, for applicants attending an academic conference, the eligibility is restricted to applicants who are presenting their work at the conference (either oral or poster). This, however, doesn't apply to the applicants attending a professional conference or a training activity.

III. APPLICATION PROCESS

Complete and submit the online PDA Travel Award Application (available at <http://u.osu.edu/postdocs/travel-awards>) during the appropriate application period (see DEADLINES below). For an application to be considered for selection, all fields need to be completed.

By digitally signing the PDA Travel Award Application, the applicant agrees that he/she is willing to comply with the "Travel Statement of Agreement" listed in section VI.

NOTE: Due to the volume of applications received by the PDA, we will not consider the applications that contain errors or are incomplete. Please ensure that your application is accurate before submitting. If you believe to have submitted an error, please contact postdocassociation@osu.edu right away and we will get in touch you with instructions to resubmit the application. No more than one revision will be allowed for each applicant per cycle.

Selection Criterion:

The PDA travel grants will be awarded to postdocs attending an academic/professional conference or a training activity based on the following criteria: PDA involvement, Research and Goals (details below). Applicants attending an academic conference must fill in both the Research (Abstract) and Goals (Career Development) sections. For applicants attending a professional conference or a training event, the Research section is optional and more

weight will be given to the Goals section. In addition to the above criterion, significant weight will also be given to the general presentation and style of the application.

- 1) PDA Involvement (Max 150 words): Since the PDA travel awards are disbursed solely through the fundraising and vendor shows organized by the PDA, preference will be given to the applicants who are active members of the PDA. This includes PDA officers, committee co-chairs (past and current) and active volunteers in any of the PDA committees. If you would like to get involved with the PDA, visit the OSU PDA website at <http://u.osu.edu/postdocs> for committee details and signup information.
- 2) Research (Max 250 words): The applicants attending an academic conference must provide an abstract of the work they will be presenting at the conferences. Applicants must use language that is understandable by people from all disciplines. This is particularly important as the reviewers for the applications will be from a wide range of disciplines. Keep technical terminology to a minimum and do not assume any familiarity with the research methods common to your field.
- 3) Goals (Max 250 words): Since the travel awards are meant to support and drive the applicant's career, the applicants must provide a summary of how the conference/training activity would benefit them. This must include the goals of the candidates and how the conference would help the candidate achieve those goals.

IV. REIMBURSEMENT

Immediately following the completion of the travel and **no later than the 30 days after the travel is completed**, the awardee is responsible for submitting reimbursement documentation to the PDA.

Allowable Expenses

NOTE: In order to obtain reimbursement, ORIGINAL RECEIPTS must be provided via the appropriate reimbursement process. You must disclose at the time of the application any other funding for the conference or training activity including any pending funding for which you are awaiting a decision. If you receive funding after notification of the award, you must notify the PDA. Failure to disclose other funding may result in cancellation of the PDA award.

1. **Travel** to and from the site of the conference is reimbursable: airplane tickets, rental car fees (not including gas or mileage), train tickets, bus tickets, etc. If traveling by personal vehicle, mileage will be reimbursed. Transportation at or during the conference is reimbursable, to a maximum of \$30/day. Airport parking fees are also reimbursable.
2. **Registration** fees are reimbursable. This may include food if a banquet or other meal is inseparable from the registration fee.
3. **Lodging** is reimbursable.
4. Some **other costs** are reimbursable. These costs include those directly associated with the presentation of research, such as rental of audiovisual equipment at the conference site, supplies for the presentation itself (such as copying, making slides, etc.). These items will be reimbursed at the discretion of the PDA.

5. The maximum an applicant may request is the total allowable expenses minus any outside funding. The **maximum request per application is \$500**, even if the amount of total allowable expenses minus outside funding is greater than \$500.
6. Each applicant is eligible to receive a maximum of one PDA travel award while working at Ohio State.

Non-Allowable Expenses

Food (except as noted in item 2, above) will **not** be reimbursed.

Alcohol, as per university policy, will **not** be reimbursed.

Entertainment expenses will **not** be reimbursed.

Other Funding

The PDA Travel Award is to be considered supplemental to other sources of funding. Applicants are expected to seek travel funds from their departments, advisors, or other outside sources first. It is to your advantage to obtain other funding, since it will usually decrease your out-of-pocket expenses and will not necessarily reduce the amount of your travel award. You must disclose funds received for any aspect of your trip, even expenses the PDA Travel Award does not cover (food, for example).

NOTE: Applicants who falsify information or who fail to disclose other sources of funding for travel will be barred from participation in the PDA Travel Award program for the remainder of their time as at Ohio State.

V. DEADLINES

Only electronic applications will be considered. A current schedule listing the travel periods and their corresponding deadlines for applications are available on the PDA website (<http://u.osu.edu/postdocs/travel-awards>). The application period opens about 45 days prior to each travel period and is open for about 15 days. The travel period for each cycle extends for 6 months. Exact dates are published on the PDA website.

No applications will be considered prior to the application period nor will any late applications be considered.

Complete reimbursement documentation for each travel period must be submitted to the PDA **no later than thirty days after the travel is completed**. You must be an employee at Ohio State at the time of application, during the period of travel and at the point you submit the reimbursement documentation.

VI. TRAVEL STATEMENT OF AGREEMENT

1. As a postdoc travelling with financial assistance from The Ohio State University (OSU) Postdoctoral Association (PDA) I do, by my electronic signature on the PDA Travel Award Application, acknowledge understanding that the PDA is intending to support the educational benefits of this event.

2. The expectation is that I will use these funds to attend the conference meetings, participate in the conference/training session processes, and contribute to the conference/training session aims. I understand I am a representative of OSU and the OSU PDA, and I agree to exemplify the professional nature of both the University and PDA while on my travels.
3. I also agree that OSU PDA will not be held liable for any damages to persons or property related to this travel.
4. By electronically signing the PDA Travel Award application, I indicate that:
 - a. I have read and understood the OSU PDA Travel Award Policies and Guidelines listed on the PDA website.
 - b. I understand that failure to conform to the policies and guidelines of this document could result in rejection of my travel reimbursement and/or loss of eligibility for future PDA Travel Award funding.
 - c. I understand that providing false information to the PDA is a violation of the OSU Honor Code and would immediately disqualify me from ever applying to another PDA travel award or any other PDA related honors.