

UPDATED POLICIES AND GUIDELINES FOR THE POSTDOCTORAL ASSOCIATION PROFESSIONAL DEVELOPMENT AWARDS

I. PURPOSE

An award of up to **\$750.00** is available for eligible applicants who are participating in an academic/professional development conference or a training activity **involving travel between 1st September to 31st December 2023**. The award is offered as a supplemental reimbursement to cover expenses related to the professional development activity (registration fees, transportation and lodging etc.). The award is not meant to reimburse for activities that are not primarily professional on 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 professional development activity and at the time of reimbursement are eligible to apply for an award. **Each applicant is eligible to receive a maximum of one 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 in person, **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 development conference or a training activity or to the applicants attending an academic conference online. We do, however, strongly encourage all applicants to get their mentor's approval to attend the activity prior to applying for an award.

III. APPLICATION PROCESS

Complete and submit the online PDA Professional Development Award Application (available at https://osu.az1.qualtrics.com/jfe/form/SV_5b6AG4gaiODKGXk during the application period (**Current application period: Starting 12:00 AM, July 5th, 2023 until 11:59 PM, July 31st, 2023**).

The password to the survey: award2023.

For an application to be considered for review, all the fields need to be completed.

By digitally signing the PDA Professional Development Award Application, the applicant agrees that he/she is willing to comply with the "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 with you with instructions to resubmit the application. **No more than one submission will be allowed for each applicant.**

Selection Criterion:

The PDA Professional Development Awards will be granted to postdocs participating in an academic/professional conference or a professional development 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 other professional development related activity, 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 Professional Development 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 participating in an academic conference must provide an abstract of their work. 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 professional development awards are meant to support and drive the applicant's career, the applicants must provide a summary of how the conference/professional development 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

Reimbursement for the awardee's professional development activity will be handled by their respective department's financial officer. The PDA will contact the awardee's financial officers and give them access to the \$400 or \$750 award. The awardee is responsible for submitting the appropriate reimbursement documentation to their respective financial officer on time.

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 professional development 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** (with preapproval) 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 or any other fees** associated with the professional development activity 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 \$750**, even if the amount of total allowable expenses minus outside funding is greater than \$750.
6. Each applicant is eligible to receive a maximum of one PDA 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 Professional Development Award is to be considered supplemental to other sources of funding. Applicants are expected to seek 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 award. You must disclose funds received for any aspect of the activity, even expenses the PDA Professional Development Award does not cover.

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

V. DEADLINES

Only electronic applications will be considered. For the current cycle, the online application will **open on Starting 12:00 AM, July 5th, 2023 stay open until 11:59 PM, July 31st, 2023**. No applications will be considered prior to the application period nor will any late applications be considered.

You must be an employee at Ohio State at the time of application, during the period of the activity and at the point you submit the reimbursement documentation.

VI. STATEMENT OF AGREEMENT

1. As a postdoc participating with financial assistance from The Ohio State University (OSU) Postdoctoral Association (PDA) I do, by my electronic signature on the PDA Professional Development 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 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.
3. I also agree that OSU PDA will not be held liable for any damages to persons or property related to this travel (for applicable applicants).
4. By electronically signing the PDA Professional Development Award application, I indicate that:
 - a. I have read and understood the OSU PDA Professional Development Award Policies and Guidelines listed in this document.
 - b. I understand that failure to conform to the policies and guidelines of this document could result in rejection of my reimbursement and/or loss of eligibility for future PDA 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 award or any other PDA related honors.