The CUNY Office of Research is pleased to announce the second of two rounds of the CUNY Postdoctoral Travel Awards for 2018. The goal of this initiative is to provide postdoctoral associates an opportunity to present scholarly activities at a national or international conference. Approximately five grants of up to $1,500 will be awarded for conference related costs (e.g. travel, housing, registration) incurred between July 1 through December 31st, 2018.

The deadline for receipt of proposals: 5 PM, Friday, June 8th, 2018 with funding decisions by Friday, June 22nd.

Funding
The travel proposals can request an amount up to $1,500 for expenses related to travel to a professional conference. Approximately 5 awards are expected to be made for the current round of the Postdoctoral Travel Awards.

Eligibility
a) Only full-time postdoctoral associates* at the CUNY campuses may apply.

b) Active participation in the meeting or conference (i.e., presentation of paper or poster) is required. In the case of co-authored papers, only the primary author/presenter is eligible.

c) A postdoctoral associate can submit only one proposal in each calendar year.

d) Previous Postdoc Travel Award recipients are NOT eligible.

*Postdoctoral associates are eligible up to five years after first appointment at CUNY.
Specific Proposal Guidelines

The application should include:

1) **Curriculum Vitae**: Two-page NSF-style curriculum vitae

2) **Letter of Support**: Statement by faculty mentor addressing 1) significance of project and 2) postdoc’s contribution to the research project.

3) **Project Description**: Include a) Purpose and summary of results (one page) and b) value of the travel opportunity to your educational and/or professional goals and to your research group (one page)

4) **Budget**: One page proposed budget including support for airfare, ground transportation, car travel, lodging, food, and conference registration.

5) **Verification of Paper Acceptance**: Copy of acceptance or confirmation letter indicating that you participated in the meeting or conference. If acceptance has not been received prior to application deadline, please indicate this in your application. If selected for a travel award, your award will be contingent on your acceptance in the conference’s program.

   **Be sure to include relevant information, e.g.,**
   - Is your presentation a refereed paper?
   - How conference travel aids in your research and your future career?

**Evaluation**

Proposals will be reviewed based on (1) scientific merit based on an evaluation of submitted material: research findings and individual contribution, and (2) significance of conference and work. Special consideration will be made for applicants who have special interest in their meeting, e.g., *invited speaker, panelist, session moderator*, etc.

Proposals will be ranked according to the following numerical values:
Requirements of Award Recipients

An abstract of the presentation, proof of participation, and original receipts for all expenditures will be required in order for reimbursement. Awardees may not be compensated for expenses for which they have already received reimbursement from another funding source.

Approvals and Submission

The Cover Letter must be signed by the postdoctoral associate and their faculty mentor. Submit all components of your application online at: https://ybephbsyus.formstack.com/forms/2018_postdoctoral_travel_awards_2018

Following the review process, we expect to announce the awards by late-June 2018.

Questions or requests for further information should be addressed to:

   Eric Vieira, Ph.D.
   Director of Special Research Programs
   CUNY Office of Research
   The City University of New York
   205 East 42nd Street, Room 1159
   New York, NY 10017
   Phone: 646-664-8903
   e-Mail: eric.vieira@cuny.edu
COVER PAGE

POSTDOCTORAL ASSOCIATE (Name and Email, Department, Campus)

Name:________________________________________________
Email:________________________________________________
Signature:______________________________________________
Department:____________________________________________
Campus:_______________________________________________

Title of Research Project:

Title of Conference:

Conference Date(s):

Conference Location:

Type of Presentation (i.e. poster/talk):

Faculty Mentor

Name:________________________________
Signature:_____________________________

Grants Officer:

Name:________________________________

Checklist (For Internal Use)

- CV (2 page NSF or NIH style)
- Letter of Support (from Mentor)
- Description of Research Project and Results (one page)
- Justification and Value of Travel Opportunity (one page)
- Budget
- Verification/Confirmation of Acceptance of Conference Presentation (if available at time of submission)

www.cuny.edu/research
Description of Research Project and Results
(one page)
Justification and Value of Travel Opportunity
(one page)
## Budget

<table>
<thead>
<tr>
<th>CONFERENCE EXPENSES</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Registration</td>
<td></td>
</tr>
<tr>
<td>B. Travel</td>
<td></td>
</tr>
<tr>
<td>C. Lodging</td>
<td></td>
</tr>
<tr>
<td>D. Food</td>
<td></td>
</tr>
<tr>
<td>E. Other</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>