FACULTY/POST DOC TRAVEL AWARDS
Submit applications by the 15th of the month.

**Purpose**
Alaska INBRE Faculty/Post Doc Travel Awards are designed to provide faculty &/or post-doctoral fellows (post docs) an opportunity present their research, engage with mentors, and/or obtain technical training in science related to the specific aims of the Alaska INBRE Program. Travel may be to conferences, workshops, trainings, or other academic settings that allow faculty to present their research, interact with other scientists in their field of research, or learn new research methods.

**Award Amount**
$2,000 maximum for a travel award. Priority will be given to applicants who have not received a travel award this grant year (August 1-July 31).

**Award Administration**
Each selected traveler will work with their departmental travel administrator to:
- initiate travel arrangements for the traveler (Authorization to Travel or AT);
- initiate reimbursement of the travel within 15 days of trip completion (Expense Report or ER)
Traveler must submit a trip report along with a relevant photo to inbre@alaska.edu outlining the benefits to the traveler and Alaska INBRE within 15 days of trip completion.

**Eligibility**
An eligible applicant must:
- be a faculty member OR a post doc at a UA campus when the application is submitted and when the travel occurs;
- be presenting a poster or paper at a professional meeting in his/her field of study, receiving technical training, or attending a workshop or training event related to biomedical research;
- have filed an INBRE trip report for any previous INBRE-sponsored travel.

**Deadlines**
Applications for travel awards must be must be received by the 15th of the month. Please ensure that your submission allows reasonable time for review by the Alaska INBRE Management Advisory Committee and preparation by your travel coordinator. Faculty and postdocs are encouraged to submit applications at least 2 months in advance of their planned travel. All travel applications should be submitted via the website: www.alaska.edu/inbre.

**Application Form**
The application form is available from the Alaska INBRE web site: http://www.alaska.edu/inbre

**UA Research Supervisor Letter of Support (Required ONLY for Postdoc applicants)**
A letter of support from the post doc’s research supervisor is required. The letter must include the following statement: I agree to support this post doc’s travel request and accept responsibility to review the travel costs and the subsequent expense report.

**Application Submission**
To be considered for a Faculty/Post Doc Travel Award, an eligible applicant must complete and submit the application and the letter of supervisor support documents to the website and title the attachment “last name_Travel Award Application.” Confirmation of your submission will be provided via email within 24 hours.

**Review Procedures**
Applications will be reviewed by the Alaska INBRE Management Advisory Committee. Then, applications will be reviewed by the PI (or designee). Preference will be given to applicants who:
- are optimizing travel opportunities by meeting multiple professional development objectives, such as presenting their research, engaging with mentors, and/or obtaining technical training as part of their travel;
- are presenting at a conference or workshop that substantively contributes to the research aims of INBRE;
- are attending a conference or workshop to learn new methods essential to the advancement of the research aims.
Applications will be reviewed and awarded as they are received. When Alaska INBRE funds budgeted for Faculty/Post Doc Travel Awards are exhausted, applicants will be notified that their request will remain pending in the event that additional funds become available and the solicitation will be closed.

**Conditions of Award**
A Trip Report is required (2 pages maximum) and must describe the specific activities accomplished by the traveler, outline information shared and acquired, note key contacts and/or collaborations established, and list any other benefits accrued to the traveler and the program as a result of the travel. Please use the Faculty/Post Doc Trip Report Form located on the Alaska INBRE web site http://www.alaska.edu/inbre. This information is required for reports to the NIH.

Procedure approved by the INBRE Management Advisory Committee on October 20, 2016.