



Faculty of Education

Faculty of Education

Post-Doctoral Fellows Conference Travel Grant

Terms of Reference & Instructions

OVERVIEW

The initiative is for any Post-Doctoral fellows in the Faculty of Education who is the *first author* and presenter of a paper, poster session, or workshop at a local, national or international conference. The goals of the initiative are 1) to provide financial support to Post-Doctoral fellows who must travel to present their work at conferences, and 2) to increase the opportunity for Post-Doctoral fellows to build their scholarly profiles/track records.

GRANT VALUES

This is a reimbursement grant, meaning that successful applicants must first incur the costs of travel and then submit receipts for reimbursement. Grant amounts are available on an annual basis and are awarded as follows:

\$1000 maximum for national or international conferences

\$500 for provincial conferences

\$200 for local conferences (Lower Mainland).

Post-Doctoral fellows may apply to the grant fund for more than one conference, so long as they do not exceed a total of \$1000 per year during their period of employment as a Post-Doc. Grants may only be used to assist with the costs of travel, registration, accommodation and meals.

THE APPLICATION

The Application Form and Terms of Reference are available on the OGPR web site. Applications to the grant must include:

- 1) the application form, completed with all required signatures,
- 2) an abstract of your paper, outline for the workshop, or overview of the poster you are presenting,
- 3) a written invitation, addressed to you, to present at a conference (email confirmation is acceptable), confirming that you are the first author of the presentation. If a personalized letter/email is not available, please submit your generic acceptance letter AND a copy of the conference program where your authorship and your presentation title are listed,
- 4) copies of documentation and a brief letter from your sponsoring faculty member and/or department head confirming your official UBC status as a post-doctoral student,
- 5) a completed Travel Expense Claim form (found [here](#) under 'Travel Requisition'), with all *original receipts*.

DEADLINES

Applications may be submitted at any time to the OGPR. Successful applicants will be notified in writing by the OGPR and must then pick up their Travel Expense Claim form and original receipts from us before submitting them to the **Education Accounting Office – Scarfe 2603**.

ELIGIBILITY

To be eligible to apply for this conference travel grant, you must:

- be employed as a Post-Doctoral fellow at the time of application.
- be first author and presenter at a local, provincial or national/international conference.
- not be in excess of \$1000 in previous OGPR-awarded travel funding in a given year during your term of employment.

SIGNATURES

Application Forms must have signatures of the Post-Doctoral Fellow, their sponsoring faculty member and the affiliated Department Head.

ADJUDICATION OF APPLICATIONS

Applications will be checked for eligibility and adjudicated by the OGPR.