

**Department of Internal Medicine
Post Doctorate Travel Award Request for Applications (RFA)**

2019 Application Package Instructions

Two Dates to Apply:

Notification to Apply: April 12, 2019
Submission Due Date: May 20, 2019
Notification of Award: Week of June 17, 2019
Covered Travel dates: *January 01, 2019 through June 30, 2019*

Notification to Apply: September 9, 2019
Submission Due Date: October 21, 2019
Notification of Award: Week of November 18, 2019
Covered Travel Dates: *July 1, 2019 through December 31, 2019*

Introduction/Purpose: The Department of Internal Medicine (DOIM) provides funding for two-post doctorate (post doc) staff travel awards per year. The funding is provided to assist with travel for professional development activities. Requests for these funds must state how the activity will enhance the professional knowledge and/or skills of the post doctorate employee. Funds may be used to reimburse travel and/or registration fees to attend approved training programs or continuing education programs. *Priority will be given to applicants accepted to present research.* **Reimbursement of funds must be requested within 30 days of notice of Award. Alternatively, when the award is funded prior to the initial date of travel, reimbursement must be requested within 30 days after travel.** Contact imresearch@uc.edu with questions.

Award amounts: The maximum amount of funding is \$1,250 per award per year for domestic travel. Applications are accepted in April/May and September/October. If no requests are funded in January, the remaining funds may be approved to fund additional awards in June.

Eligibility criteria:

1. Post-Doc travel request include letter of recommendation from Principal Investigator (PI)
2. Proof of relatedness of professional development activity to post doctorate field of research interest and benefits of professional development must be provided
3. Details about presentations or other research related activities that applicant will participate in should be included (copy of abstract or outline of presentation or poster, etc.)
4. Maximum of one funded request per post doc employee per academic year. No limit to number of requests per application cycle.
5. Post doc must be employed by the DOIM or university working under a DOIM investigator at the time of travel
6. If the request is approved and the post doc is unable to travel for any reason, all funds must be returned to the DOIM

Application Contents: To be considered, the Post Doctorate request must include the following:

1. An initial page with name, email address and phone number of Post Doctorate applicant and name and email address of PI
2. A one-page letter of recommendation from PI
3. Post Doctorate applicant's CV
4. A separate page with a detailed description of the proposed travel location/conference location and date, registration or conference fees and amount requested (up to \$1250). A statement of how the request is related to the respective research field of inquiry and how the training or education will benefit the employee, institution or work environment is required. Details about presentations or other research related activities that applicant will participate in should be included. **Those accepted to present research will be given priority.**

5. All application requests must be submitted as a single pdf through CCAPS. Text must be single spaced with one-half inch margins and no smaller than 11-point Calibri font. An automated email confirmation of receipt will be returned to the applicant from CCAPS. **Applications received after the deadline will not be reviewed.**
6. Progress report. Awardees must provide a 12-month statement detailing benefit of award and/or present information at an Internal Medicine research event or division or unit meeting.

Application guidelines (Required Format): Applications must be submitted electronically [through CCAPS](#). Log in using your UC (“6+2”) or CCHMC username and password. Next, select, “Apply” and follow the instructions. (To submit your application you will need to enter data into the fields and upload documents.)

1. Description must be submitted in single-spaced text, one-half inch margins, and no smaller than an 11-point font. Arial typeface is preferred. The primary applicant’s name must appear in the upper right hand corner of each page, and each page must be numbered in the order of the required elements
2. All components of the applications should be bundled in a single PDF file
3. Applications must be submitted through CCAPS before midnight on the submission deadline date