

**Department of Microbial Infection and Immunity  
Travel Award for Trainees and Laboratory Staff  
Program Guidelines**

The Executive and Finance Committee of the Department of Microbial Infection and Immunity (MI&I) is pleased to offer travel awards for trainees and laboratory staff. Travel may be for sample collection, to learn new techniques, to present at scientific meetings, or for career development.

Award Categories:

1. **Hodges Family Legacy Fund Trainee Travel Award for Infectious Diseases:** travel awards for predoctoral and postdoctoral trainees to present infectious diseases research (invited talk or poster) at national/international conferences.
2. **Microbial Infection and Immunity Department Travel Award:** travel awards for trainees and laboratory staff.

Guidelines

1. The program will provide travel awards to trainees at all levels and laboratory staff.
2. Applicants must provide evidence/documentation that their travel has been approved by a faculty PI.
3. To be eligible, an applicant must be a trainee or laboratory staff of a faculty PI whose primary appointment is in MI&I.
4. Trainees/laboratory staff may apply for up to \$300 of support, with the balance of travel expenses being cost-shared from a funding source provided by the M&I faculty PI and/or the trainee/laboratory staff.
5. Trainees/laboratory staff may receive no more than one award from each of the Award Categories per academic year.
6. Trainees/ laboratory staff can receive a lifetime maximum of two awards from each Award Category.
7. There is limited funding available. A maximum of two awards per Award Category will be given each application period. The Executive and Finance Committee will determine the most appropriate Award Category for each awarded travel application to enable maximum distribution of funding during the application cycle/year. Applications will be reviewed three times a year after the deadlines listed below, provided funding remains available.
8. The deadlines for submitting applications are:  
Application Period #1 for travel/conferences occurring January 1 – April 30  
Application deadline: **5:00pm on November 30**  
  
Application Period #2 for travel/conferences occurring May 1 – August 31  
Application deadline: **5:00pm on March 31**  
  
Application Period #3 for travel/conferences occurring September 1 – December 31  
Application deadline: **5:00pm on July 31**  
\*If an application deadline falls on a weekend, applications are due by 5:00pm the following business day.
9. The Department Executive and Finance Committee will review the applications, make award recommendations to the Department Chair, and letters will be sent notifying the applicants of the decision within one month of the submission deadlines.
10. All OSU Travel Policies apply to MI&I Travel Awards. OSU Travel Policy:  
[https://busfin.osu.edu/sites/default/files/211\\_travel.pdf](https://busfin.osu.edu/sites/default/files/211_travel.pdf)
11. Submit completed application, supporting documentation, and submitted abstract (if applicable) as a single PDF file to: Courtney White, [courtney.white@osumc.edu](mailto:courtney.white@osumc.edu)

**Department of Microbial Infection and Immunity  
Travel Award for Trainees and Laboratory Staff  
Program Application**

Date of application: \_\_\_\_\_

**Applicant Information**

Name: \_\_\_\_\_ OSU ID #: \_\_\_\_\_

Email address: \_\_\_\_\_ Current Position Title: \_\_\_\_\_

PI Name: \_\_\_\_\_

**Conference Information**

Name and Location: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Date(s): \_\_\_\_\_

Presentation Category:      Talk    \_\_\_\_\_      Poster    \_\_\_\_\_      Neither    \_\_\_\_\_

**\*Attach documentation of travel/conference presentation and abstract. If for learning new techniques or sample collection, attach agreement by the host.**

**\*Attach updated CV**

**How does this travel/conference personally relate to your research and/or academic work, or career trajectory (250 word limit)? \*Attach this statement.**

**Estimated Costs:**

\$ _____	Transportation (include air and ground transport)
\$ _____	Lodging
\$ _____	Registration
\$ _____	Meals (per diem)
\$ _____	Other _____
\$ _____	TOTAL

**Funding Source(s) for Balance of Conference Costs** \_\_\_\_\_

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PI Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_