

**Memorial University of Newfoundland**  
**Professional Development Fund Post-Doctoral Fellows**  
**Conference Travel Fund**

The Professional Development Fund for LUMUN-Postdoctoral Fellows is to support the presentation of work related to the Postdoctoral Fellow's appointment at an academic conference.

Three (3) awards will be available in the amount of \$800 each to support travel to present at an academic conference. Eligible expenses for conference travel include registration fees, transportation, accommodation and per diem in accordance with the University's policy Travel- General. Successful applicants shall submit the requisite travel claim and supporting documentation (ie receipts required by the Department of Financial and Administrative Services).

Unallocated funds shall be available in accordance with the following:

- Provide additional funding to successful applicants where expenses may exceed \$700 and /or additional award(s)
- Unused portions up to \$1,000 may be carried into the next release.

**Eligibility criteria**

- The Postdoctoral Fellow shall have completed the probationary period referenced in clause 13.01
- Travel will be completed before the end date of the Postdoctoral Fellow's appointment and should be spent in the fiscal year awarded
- The Postdoctoral Fellow shall be presenting work related to the Postdoctoral Fellow Appointment at the academic conference.

**Application Procedure:**

To apply for this travel funding, submit a [travel request form](#) by **April 15, 2020** signed by the Postdoctoral Fellow's supervisor. Confirmation of conference presentation must also be attached to the travel request form. The Dean of Graduate Studies shall award funding, with priority given to Postdoctoral Fellows who have not previously received financial assistance under this fund.

Travel requests should be forwarded to the attention of Carol Sullivan, School of Graduate Studies, Bruneau Centre for Research and Innovation, Room IIC-2012 by 5pm, April 15, 2020.