



COLORADO STATE UNIVERSITY

CSU Postdoctoral Association

CSUpass@colostate.edu

Fort Collins, CO 80523

graduateschool.colostate.edu/postdoctoral-fellows

Professional Development and Travel Award

Purpose

This award is to assist with the costs of conference and meeting registration fees, as well as other justifiable costs that will contribute to your research and professional development.

Eligibility

Awards are **not** limited to those with an official job title of 'Postdoc' through CSU but are open to anyone with a doctorate degree (i.e., PhD, DVM, MD) working in non-faculty positions.

Deadlines

Applications for the **Fall semester** cycle **open on Aug. 1 and close on Sept. 1.**

Applications for the **Spring semester** cycle **open on Jan. 1 and close on Feb. 1.**

Award announcements will be emailed to applicants two weeks (10 business days) after applications close. Award recipients may not receive more than one award per year.

Requirements

Award recipients must provide an account number for the transfer of funds to their home department. The recipient is then responsible for working with their department to spend the awarded funding. Please confirm with your department the ability to make the purchases before applying, as all purchases must go through the university system and approved suppliers.

As a stipulation of receiving PASS funding, award recipients are required to attend and present at the Postdoctoral Research Symposium hosted by PASS.

How to Apply

Please email your application to CSUPASS@colostate.edu with your name and the award title in the subject heading and use your name for the document name of the attached application file.



Professional Development and Travel Award Funding Application

Name: _____ Date: _____

Department: _____

Account Number*: _____

**Work with your department to obtain an account number. Providing this now expedites the process, but can be added later if needed. Eligible grant accounts must start with a 13.*

Select the application cycle: **Fall** **Spring**

Description of intended purchase using the award, including opportunity location and information:

Detailed budget justification of funds:

Description of research/work to be presented or engaged in, minimizing use of jargon:

Explanation of how the purchase will advance your research or career:



Review Criteria for CSU Pass Professional Development and Travel Award Funding

Applications will be reviewed and funded based on the below scoring criteria (15 points total).

The description of the proposed purchase(s):

0 points	1-2 points	3-4 points	5 points
A description of the purchase is not provided.	Poor. Vague or unclear description. Too much jargon or assumptions of reader knowledge to understand the description.	Fair. Acceptable description. May be lacking a few important details. May include some jargon or assumptions of knowledge but the reader is still able to follow.	Excellent. Clear and detailed description that is easy to follow.

How the proposed purchase(s) will advance the applicant's research/career:

0 points	1-2 points	3-4 points	5 points
Not addressed.	Poor. Vague description of impact. Minimal or vague impact on the applicant's career ("a great opportunity").	Fair. Acceptable description of impact. Description does not go beyond typical benefits (giving a presentation/networking).	Excellent. Detailed description of career impact. The event will have a strong impact on the applicant's career.

How the travel will benefit CSU (e.g., new skillset, improved research impact)

0 points	1-3 points	4-5 points
Poor. It is unclear how the applicant's travel/conference benefits the university. Alternatively, the travel or conference will not impact the university.	Fair. A link is made between a possible benefit to the university but the impact lacks details.	Excellent. Clearly states the benefit(s) of the applicant's travel to the university with specific details.

Total Score	≥ 12 should be funded provided there is funding ≥ 10 can be considered for funding provided funds are still available
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