



Fred Boehm <fredboe@umich.edu>

Congratulations! UMPDA Conference Award

1 message

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Thu, Feb 22, 2024 at 9:17 AM

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Hello!

We are happy to inform you that your application has been selected to receive the UMPDA Conference Award. Congratulations!

You are approved to receive up to \$500 for your applied travel and conference registration. Should your conference transition to a virtual format, we will be able to award you up to \$250 only for conference registration costs.

The conference award is contingent on the following 3 eligibility criteria:

- Current postdoctoral fellow at the University of Michigan at the time of the meeting/conference

- First time receiving and using a Travel/Conference award from UMPDA

- Awarded funds may only be used for conference registration and travel expenses to the conference (flight, hotel, etc)

 - Postdocs are also welcome to use their award money to help cover meals while traveling by requesting per diem, as long as the total amount being reimbursed does **not** exceed the total award amount. Please see [these instructions](#) for more information.

Please confirm your **eligibility and award acceptance** by Friday, March 1st, 2023. In the event you are not eligible or choose not to accept the conference award, please let us know at your earliest convenience. Please note that we no longer allow deferral of awards, and you will have to apply again normally in future cycles.

Once you have confirmed your award acceptance, please initiate the process to receive your funds (capped at \$500). The funds will be disbursed through reimbursement following your registration for the respective conference/meeting. You are required to submit a receipt of conference registration, receipt of hotel and flight purchases, and if applicable, confirmation of abstract acceptance, etc. **To submit your reimbursement request, please follow the instructions for Rackham Awards/Expenses in this document.**

To follow U-M financial stewardship policies, **reimbursements must be submitted to the Shared Services Center (SSC) within 45 days of purchase.** Therefore emails to the UMPDA Treasurer should be submitted a minimum of 30 days within purchase. We recognize that hotel costs may not be charged (and thus submitted) until after conference attendance.

Please let us know if you have any questions. We look forward to your award acceptance, and once again, congratulations!

Best regards,
UMPDA Travel Award Committee

