

Postdoctoral Association Travel Award Abstract Submission Form and Abstract Submission Guidelines

Application deadline is Monday, September 16, 2019 at 5:00 PM
The application, abstract and your PI's approval letter must be e-mailed to
Leslie Beckman at ms.opa@uth.tmc.edu before the deadline.

No exceptions!

Note: This is the Office of Postdoctoral Affairs email address.

General Guidelines:

1. Applicants must have a current appointment as a postdoctoral fellow at UTHealth.
2. If you have submitted an abstract to a scientific meeting and are waiting for approval, AND your PI is willing to confirm that you will be attending the meeting AND that your abstract acceptance is highly likely you are eligible to apply for the Postdoc Travel Award.
3. You may not apply for retroactive funding. Funds will only be available for future planned travel which must be compliant with all UTHealth travel policies.
4. The applicant **must be** the presenting author.
5. An individual may *receive this award only once* during his/her postdoctoral appointment at UTHealth.
6. It is the applicant's responsibility to ensure all travel arrangements have been discussed with his/her department's Director of Management and Operations (DMO) and a Request for Travel Funds (RTF) has been filed, or will be filed, prior to travel. Failure to adhere to this requirement could result in nonpayment of reimbursement.

Abstract Submission Guidelines:

1. *Do not alter this template.*
2. All abstracts should be submitted in “Times New Roman” font size 12.
3. The abstract is limited to **2,200 characters including spaces**, excluding the title.
Abstracts exceeding the character limit will be reviewed; however, the abstract will be cut to meet the stated limit. Reviewers will only receive the shortened version for consideration.
4. Applicants are encouraged to address each of the following sections in their abstract, although section subheadings are not compulsory:
 - a. Background and significance
 - b. Methods
 - c. Results
 - d. Conclusion and discussion
 - e. Broader/Global impact of research
5. Do not insert figures or tables into the abstract; otherwise your abstract will be rejected and not reviewed.
6. Complete the postdoctoral travel award application cover page.
7. Authors cannot serve as peer reviewers in the same award cycle as their abstract submission.
9. Please remember to spell check and review for grammatical errors.
10. Abstracts should not be too technical and should be easy to understand for a peer reviewer outside your field of research. Give global impact of the research.

Frequently Asked Questions (FAQs)

1. Should I submit my abstract exactly the way I sent it to my scientific meeting?

We strongly encourage you **NOT to “copy and paste”** your abstract in the format you may have submitted to your scientific meeting because we receive abstracts from many different areas of research. In order to evaluate all abstracts fairly, we score abstracts based on the guidelines given below, so it is important to modify your abstract to meet the Postdoc Travel Award requirements.

2. Who reviews my abstract?

Abstracts are peer-reviewed by fellow postdocs at UTHealth. It is therefore strongly recommended that you write your abstract in a manner that is easily understood by scientists outside your field of research. Reviewers are also asked to refrain from scoring any abstract for which they may recognize the author, to avoid any conflict of interest.

3. How many reviewers can I expect to judge my abstract?

In previous years, we have had 4-7 reviewers score each abstract.

4. Can I use abbreviations that are common in my research area?

You may use abbreviations, but you **MUST** define them on first use within the abstract. It is highly recommended that technical terms be replaced by lay terms. Avoid the use of jargon or abbreviations that may cause confusion for the peer-reviewers.

5. Why can I not include figures or tables?

In order to reduce bias as much as possible, we have decided to exclude figures and tables from the abstracts submitted for the Postdoc Travel Award competition.

6. Why does my travel plan need to be confirmed AND approved by my PI?

Awards are administered as reimbursement for travel expenditure that has been approved by the university, which also means that your PI must have signed, or will be signing, off on it. This is particularly important when you are submitting an abstract that is still pending final approval from your scientific meeting, but your PI is highly confident that you will be attending the conference.

7. Do I physically get a check with the award?

No, we do not hand out checks directly to the postdoc. You will, however, receive a certificate if awarded. The \$1000 award is given to your department's administrator who uses the award money to reimburse you after you have attended the conference.

8. How does reviewer's expertise affect my score?

If a reviewer feels that he/she cannot fairly score a well-written abstract due to significantly different field of specialty, average score from remaining reviewers is used.

9. What are the scoring criteria used to review my abstract for this award?

To aid the travel award competitors, the scoring rubric used to review is provided.

Scoring Guidelines

The scoring of each abstract will be divided into six sections:

1. Introduction
 - a. Does the author give sufficient background for the study to make sense?
 - b. Is the aim of the study stated clearly?
 - c. Is the hypothesis stated clearly?
2. Methods
 - a. Does the author describe sufficiently the methods used in the study?
3. Results
 - a. Does the author describe the results clearly and in context of the aim(s) and hypothesis (es)?
4. Conclusion/Discussion
 - a. Does the author describe clearly the meaning of the results as they pertain to the aim(s) and hypothesis (es)?
 - b. Does the author offer adequate discussion of the overall conclusions of the study?
5. Grammar and spelling
 - a. Is the abstract well written and free of misspellings, fragmented sentences, and poor grammar?
6. Global impact or significance
 - a. Is the broader significance or the global impact of the study given in the introduction or the conclusion, and is it stated clearly and with realistic speculations?

Abstract #####	Scores ranges	Comments
Introduction	(1 – 4)	
Methods	(1 – 4)	
Results	(1 – 4)	
Discussion	(1 – 4)	
Grammar and spelling	(1 – 4)	
Global impact	(1 – 2)	

Scoring:

Score	Descriptor	Additional Guidelines
4 (2)	Exceptional	Exceptionally strong with no weaknesses
3	Very Good	Strong but with some minor weaknesses
2	Satisfactory	Some strengths but also some moderate weaknesses
1 (1)	Poor	Very few strengths and numerous weaknesses

Postdoctoral Association Travel Award Abstract Submittal Form

This must be submitted with your abstract and your PI's authorization statement.

Once saved, please send the completed application to

ms.opa@uth.tmc.edu

All abstracts must be limited to 2200 characters or less (including spaces). Abstracts exceeding the character limit will be cut to meet the stated limit. Please do not include any graphics (charts, tables, etc). Any applications that violate these rules will be rejected.

First Name:

Last Name:

School:

Department:

Phone:

Research Type: (ex. Basic Science or Clinical or both)

E-mail:

PI Name:

Co-Authors:

Conference:

Conference Date:

Conference Location: (mm/dd/yyyy)

Abstract Title:

Abstract Body: Please limit to 2200 characters (with spaces) or less. **DO NOT** include authors.

PI Approval e-mail:

Your PI must send an e-mail to Leslie Beckman in the Office of Postdoctoral Affairs (Leslie.Beckman@uth.tmc.edu) stating your name and that s/he gives permission for the science in the abstract to be submitted for consideration for the Postdoctoral Travel Award and approving the presentation of the abstract at the chosen conference. Sample e-mail: I give permission for (name of postdoc) in my laboratory in the (department of) to submit an abstract for consideration for the Postdoctoral Travel Award. I support the presentation of this abstract at the appropriate science conference within the current UTH fiscal year. I am fully aware that a Peer Review committee will read and discuss the contents of the abstract in their decision making process to determine the recipients of the award. - (Name and Title of PI)