

# Berkeley Postdoctoral Association Professional Development Award

The Berkeley Postdoctoral Association (BPA) is pleased to offer the BPA Professional Development Award for postdocs at UC Berkeley. This is a one-time award of up to \$1500 and may be used to cover costs associated with attending a meeting related to professional development or research. The Visiting Scholar and Postdoc Affairs (VSPA) Program will administer funds, and the total number of awards per year is based on the availability of funds.

## Eligibility

- Only valid for UC Berkeley Postdoctoral Scholars (Job codes 3252, 3253, 3254, 3255, and 3256)
- A postdoc may receive only one award during their postdoc tenure at UC Berkeley
- Applications must be submitted prior to the date of the meeting
- Meeting must be attended while still appointed as Postdoctoral Scholar at UC Berkeley

## Application Information

- Applications are accepted within the following quarterly application windows (deadlines for each quarter indicated in bold), and are evaluated at the end of each application window:  
Jan 1 – **Mar 31**; Apr 1 – **Jun 31**; Jul 1 – **Sept 30**; Oct 1 – **Dec 31**
- Applications may be submitted as soon as the postdoc can provide documentation indicating acceptance of the abstract at the meeting or conference, but will not be considered until the end of the application window.
- The award may be used to attend conferences and professional meetings, within or beyond your research field or for professional development. The award may be used to cover expenses of attending the event, including but not limited to registration fees, travel, room & board.
- The award money will be reimbursed to the awardee after submission of receipts to the VSPA office, up to a maximum of \$1,500.00. The total budget available for the BPA Professional Development Awards per quarter is \$4,500.00. In practice, this allows the BPA to award three applications per quarter.
- Preference will be given to:
  - Postdocs who have contributed to the postdoc community of UC Berkeley.
  - Postdocs who are further along in their postdoc tenure.
- The decision is at the discretion of the BPA. While the BPA receives many applications, which would all deserve to be granted, we can only award up to three applications per calendar quarter due to budget constraints.
- All applicants will receive decisions on their application within 10 working days from the application deadline.
- Processing of the award may take 1-2 months after submission of receipts.
- Applicants are welcome to apply multiple times until they get an award.

## Application Procedure

The completed application form should be submitted to the VSPA Program office and the BPA by email at [vspsa@berkeley.edu](mailto:vspsa@berkeley.edu) and [bpa-vspsa@berkeley.edu](mailto:bpa-vspsa@berkeley.edu) with subject line "BPA Professional Development Award Application." All application materials must be combined into a single PDF file. Photographs of application materials will not be accepted. Applications will be reviewed and applicants will be notified in within 2-4 weeks if they received an award.

## Award Payment Procedure

Recipients will be expected to comply with all applicable University policies involving the use of their Travel Award funds (see Important Pre-Travel Information & Responsibilities). Funds may be used only for the specific conference approved. Funds will be awarded upon completion of the postdoc's travel, after receipts have been submitted. Receipts for expenditures must be originals or photocopies thereof and must be itemized. **Submit receipts no more than 45**

**days after travel.** Purchases made that are not allowable under the terms of the travel award will not be reimbursed. Even if you do not claim airfare or hotel reimbursement, you may be required to submit proof of attendance (e.g., a Paid-in-full flight itinerary with your name, a certificate of attendance from the conference if provided by the organization, etc.).

### **Important Pre-Travel Information & Responsibilities**

The Travel Office strongly recommends that you register for travel insurance (FREE) for all UC Berkeley business-related travel to protect yourself and it is VSPA's position that all postdocs adhere to this recommendation for the BPA Professional Development Award.

- **To register your trip:** <https://www.ucop.edu/risk-services-travel/registering.html>
- **Key Points to the University Travel Policy:** <https://travel.berkeley.edu/policy-and-guidelines/key-points-travel-policy>
- **International Travel:** Please review the important guidelines from the university: <https://travel.berkeley.edu/policy-and-guidelines/guidelines-and-requirements-international-travel>
- **From GEO:** <https://globalengagement.berkeley.edu/travel/international-travel-guidance-protocol-approval-processes>
- **Export Control for International Travel:** <https://rac.berkeley.edu/ec/travel.html>
- **Traveler Responsibilities:** <https://travel.berkeley.edu/report-expenses/traveler-preparer-and-approver-responsibilities>

## **Application for Berkeley Postdoctoral Association (BPA) Professional Development Award**

BPA Professional Development Awards provide support for UC Berkeley Postdoctoral Scholars to attend major professional meetings to advance their career.

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

Date: \_\_\_\_\_

Cal ID#: \_\_\_\_\_

Department: \_\_\_\_\_

Email address: \_\_\_\_\_

Name of the meeting: \_\_\_\_\_

Location of the meeting:  
\_\_\_\_\_

Dates during which you plan to attend: \_\_\_\_\_

Have you received the BPA Professional Development award in the past? \_\_\_\_\_

How many conferences have you attended as a postdoc in the last 12 months? \_\_\_\_\_

Please describe in the textbox below your reasons for wanting to attend this conference and how it is going to help you advance your career. (200 words maximum)

Optional: Please describe your contributions to the postdoc community at UC Berkeley, if any. This may include contributions at the university level, departmental level, etc. (100 words maximum)

Provide the following information (price estimates are fine for the application):

Registration: \$ \_\_\_\_\_ Travel: \$ \_\_\_\_\_ Hotel: \$ \_\_\_\_\_ Total Costs: \$ \_\_\_\_\_

**Total Funds Requested (up to \$1,500.00):** \$ \_\_\_\_\_

What other sources of support and estimated amounts are available to you to help defray the costs of your attending this meeting? Please explain below.

*Affidavit: "Receipts will not be reimbursed by other funding sources for the amount awarded by the BPA Professional Development Award."*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Application Submission**

Save a copy of this form and email the **completed form, combined into a single PDF file with the supporting documents** listed below, to the VSPA at [vspa@berkeley.edu](mailto:vspa@berkeley.edu) and the BPA at [bpa-vspa@berkeley.edu](mailto:bpa-vspa@berkeley.edu) with the subject line "**BPA Professional Development Award**". Your application will not be considered if the instructions are not followed.

Documents required:

1. This completed form
2. A copy of your presentation abstract, if applicable
3. Meeting acceptance evidence
4. Applicant Curriculum Vita

\*\*\*\*\*For VSPA Program Use Only\*\*\*\*\*

Amount Requested	Amount Awarded

\_\_\_\_\_  
Director, Visiting Scholar and Postdoc Affairs Program

\_\_\_\_\_  
Date