The Peter O’Donnell Jr. Brain Institute  
Travel Grant Program

Program Description  
The Peter O’Donnell Jr. Brain Institute (OBI) Travel Grant program is intended to support OBI-affiliated trainees (postdoctoral fellows, PhD students, clinical fellows, residents) to attend and present original research at national and international conferences. By engaging OBI-affiliated trainees in dynamic scientific and clinical conferences, we further advance the OBI mission in promoting education, enhancing scholarship, and promoting creativity.

Award Information  
• Each award is up to $2,500 to support travel costs.
• Awardees must be presenting original work at the conference (poster presentation or talk).
• Travel may be national or international.
• These funds may be used in combination with departmental funds.
• Applications accepted on a rolling basis, with up to 10 awards total per fiscal year.

Eligibility  
• Awardee must be trainee-status, within an approved OBI Investigator laboratory. Trainees are defined as PhD student, postdoctoral scientist, resident, or clinical fellow.
• All trainee applications must include a letter of support from their Principal Investigator or Department Chair. Each PI may submit 2 applicants per year.
• Eligible applicants may receive one travel grant per year. Applications must be received prior to travel.
• Priority will be given to applicants who do not have available funds from other accounts (fellowship, sponsored project). Currently funded Sprouts awardees are not eligible for Travel Awards.

Qualifying Conferences  
• Conferences must have a peer-review process for selecting and rejecting presentations.
• Conference meetings must be regularly scheduled, and of a national or international professional society. Conference meetings may also include meetings with governmental agencies, academic industries, or institutions of higher education.
• Applicants may not be receiving honorariums, payment, or other funding from the conference panel for attendance.

Application Components

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<th>Component</th>
<th>Format Limit</th>
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<tr>
<td>1. Biographical sketches from PI/Co-PI</td>
<td>5 pages per NIH template</td>
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<td>2. Description of conference, including letter of acceptance for your presentation</td>
<td>1 page</td>
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<td>3. Mentor support letter</td>
<td>1 page</td>
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<td>5. Budget</td>
<td>Use Excel</td>
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<td>6. Budget justification</td>
<td>1 page</td>
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Grant Administration  
The applicant’s primary department is responsible for the administration of grant funds, as awards will be transferred to the applicant’s department. Applying for this funding program is a separate process from requesting university and department approval to travel. Applicants must provide proof of university/department approval before funds may be awarded. All grant expenditures must conform to state and university regulations and approvals.

Apply via Microsoft Forms: https://forms.office.com/r/aiLDU74TsL

Contact Information  
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