



IISAGE Travel Award





Award Overview

- Each semester, IISAGE awards two – three postdoctoral fellows and/or graduate student members with short-term travel fellowships between our 11 participating laboratories for cross-disciplinary training.
- These visits will provide IISAGE trainees with the opportunity to
 - Learn a new method not currently available at their home institution
 - Network with IISAGE faculty
 - Build new collaborations with trainees outside of their institutions





Expectations

We have three main expectations for trainees visiting their host labs

Engage



Actively participate in the lab's research activities **FULL TIME** by attending meetings, engaging in hands-on experiments, and contributing to ongoing projects.

Network



Network with trainees and faculty at the host institution to foster team science, future collaborations and to expand their scientific network.

Report



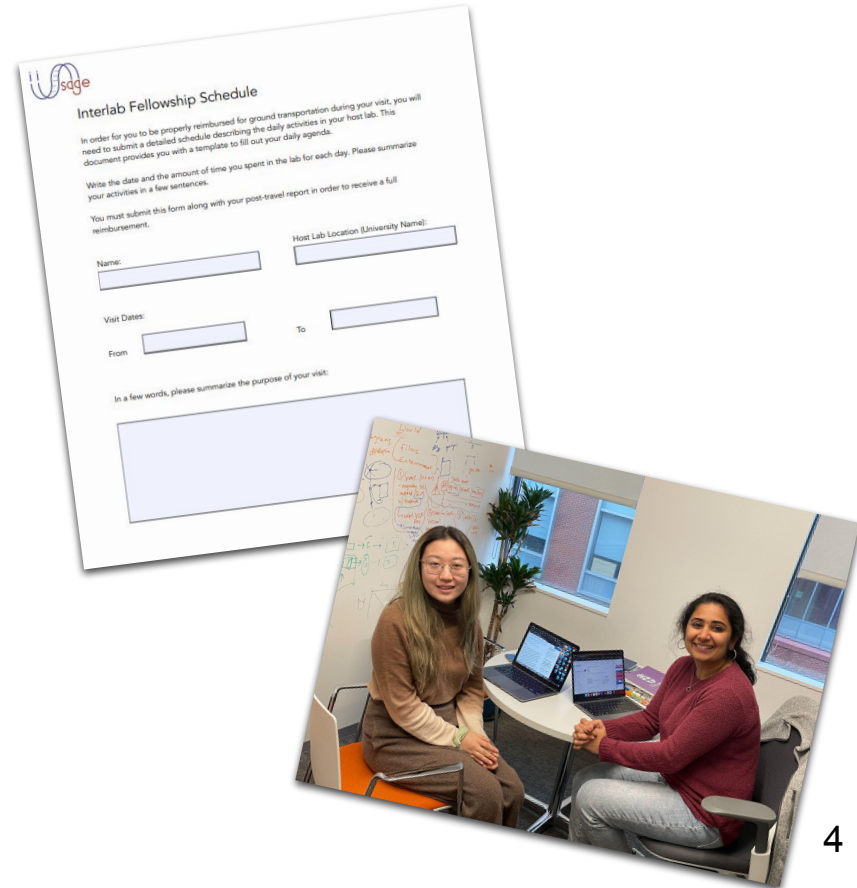
Trainees should share insights, skills, and knowledge gained from their experience with their peers and mentors at their home institutions.



Reporting

We have several documents in place to assist you in actively tracking and reporting your activities during your trip

- **Travel Award Schedule** detailing lab activities completed day-to-day
- 300-word **Travel Report** addressing the following:
 - What did you learn?
 - A brief description of your day to day activities.
 - What meaningful collaborations did you build?
- In-action **Photo Form**
- **Evaluation Interview** from our EE Dr. Shaw





IISAGE External Evaluator

Following your trip, you will be asked to do an interview with our external evaluator Rose. Here is more information about her role in IISAGE:

- Develops & carries out **assessment** for research, training, and outreach.
 - Surveys
 - Zoom interviews
 - Email feedback
- Provides summative **analysis** and feedback to IISAGE
 - Identify strengths
 - Identify areas for improvement
- Collaborated with IISAGE to **adjust** strategies and approaches.



Dr. Rose Shaw, PhD



Application Details

- Application cycles run twice a year (Spring/Fall)
 - Fall applications open in July with deadline ~ early Sept
 - Spring applications open in December with deadline ~ early Feb
- Applications are submitted through our website
 - All postdocs/graduate students are eligible
- Estimated travel time has to be at least **one month** post recipient announcement date. This gives us sufficient time to arrange your travel within the awarded budget and make sure we are aligning with UAB policies.

The image shows two overlapping forms. The top form is the 'IISAGE Travel Grant' application form, which includes a thank you message and instructions for submission. It contains several input fields for personal and professional information, a checkbox for previous travel awards, and a section for travel dates. The bottom form is the 'IISAGE Travel Grant Budget Worksheet', which provides instructions on how to estimate travel costs and includes fields for travel details, traveler information, and a budget breakdown.

IISAGE Travel Grant
Thank you for your interest in applying for an IISAGE Travel Grant. Submit your budget justification (signed by your principal investigator) along with the application form below. The information you provide will help us choose those who would benefit most from this grant.

All application materials need to be submitted to Dr. Ashley Webb (awebb@uab-institute.org) and Dr. Ritambhara Singh (ritambhara@uab.edu) by September 27th, 2024 via email. Please use the subject title "IISAGE Trainee Fellowship (Your Full Name and Institution)".

First Name: _____ Last Name: _____
Career Stage (graduate, postdoc, etc.): _____
PI Name: _____
Home Institute: _____ Email: _____

Have you received a travel award in the past?
 Yes No

What are the dates (month/day/year) you will be spending in the business days?
From: _____ To: _____

IISAGE Travel Grant Budget Worksheet
In order for IISAGE to properly sponsor student travel, we will need a rough estimate of your traveling costs. Please complete the budget worksheet below containing the dates of travel and specify the amounts (up to \$3,500), detailing and justifying expenses using estimated actual costs. This form will need to be signed by your PI and submitted with your application.

Travel Details:
Travel Dates: _____ to _____
Host lab Location (University Name): _____

Traveler Information:
Name: _____
IISAGE Affiliation: _____
Purpose of Travel: _____

Budget Breakdown:
Travel Expenses (travel expenses should be based on flight availability and transportation options to the event location)
Airfare (round-trip): _____



Wait, did you get permission?

- Recipients are **REQUIRED** to meet with both the host PI and their current PI to discuss the details of their visit (dates, location, project, etc).
- Please **DO NOT** list dates of travel on your application/budget justification sheet if they have not been confirmed by the host PI. Your dates of travel should be approved **PRIOR** to receiving the award. If you're not selected for the award, please inform your host PI. They may still be able to host you in their lab during a future funding cycle. They understand that funding decisions are based on many factors, including the stage of an applicant's project and their funding needs.
- For the reasons stated above, applications are required to be signed by both your lab PI **AND** the host PI to be considered...



Travel Logistics

- All flights/hotel rooms will be booked by the program manager from UAB.
 - You are required to fill out a “**Travel Information**” form sent to you via email by the program manager once you have received your award announcement.
 - **Food is not covered by this award**
- Ground transportation (ubers/taxis/lifts) between your hotel and the host lab will be reimbursed.
 - In order to be reimbursed, you are required to register as a vendor with UAB.





Interesting Lab Locations...

- If you plan on visiting Dr. Anne Bronikowski's lab at Michigan State University, please note that her lab is actually located at an off-campus site called the "Kellogg Biological Station". Please note that located a pretty remote area, so you will be required to stay on campus.
- If you plan on visiting this lab, please view their campus lodging options [here](#)

