NCURA REGION VIII 2025 TRAVEL AWARD

67th Annual Meeting, August 10 – 13, 2025, Washington D.C.

**APPLICATION FORM**

**NCURA Region VIII:** <http://ncuraintlregion.org>

**AWARD**

The NCURA Region VIII Executive Committee is pleased to offer Region VIII members the opportunity to apply for a Travel Award to attend the NCURA 67th Annual Meeting in Washington, D.C.

One Travel Award valued at $1,000 (USD) is available to support the reimbursement of costs associated with the registration, travel, hotel or related expenses to the Annual Meeting.

The award's purpose is to allow new Research Managers and Administrators to gain an international perspective and meet colleagues from around the globe to enhance their experience working in research management.

The Region VIII Executive Committee will select the successful recipients based on the submitted applications and letters of support.

**ELIGIBILITY**

The award is available to research administrators from the Region VIII geographic area who have never attended an NCURA annual or regional meeting. The applicant:

* must have at least one year of experience working with research funding from the USA;
* is not required to be a member of NCURA at the time of submission. But will be required to join as part of the registration fee for the meeting.

**APPLICATION PROCEDURE**

Pleasecomplete and submit this form with a letter of support from the applicant's supervisor and send it to NCURA Region VIII ([ncura.regionviii@gmail.com](mailto:ncura.regionviii@gmail.com)) as one consolidated document by **Sunday, June 1, 2025**. Applicants will be notified of the outcome by June 20, 2025.

**SUCCESSFUL RECIPIENT**

The awardee must submit a report within a month of the meeting describing their experience and benefit from attending the conference. The report template will be provided to the awardee by the Executive Committee. The awardee must submit the report with the reimbursement request and/or relevant receipts/documents. The Executive Committee will call upon the awardee to become an active volunteer for the region from time to time.

The committee reserves the right not to make an award.

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

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| APPLICANT INFORMATION | |
| Name |  |
| Title |  |
| Department |  |
| Organisation |  |
| Address |  |
| Telephone |  |
| E-mail address |  |
| Time in position |  |

|  |  |
| --- | --- |
| NOMINEE DETAILS (IF APPLICABLE) | |
| Name |  |
| Title |  |
| Department |  |
| Organisation |  |
| Address |  |
| Telephone |  |
| E-mail address |  |

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| --- | --- |
| LETTER OF SUPPORT FROM SUPERVISOR | |
| Name |  |
| Title |  |
| Department |  |
| Organisation |  |
| E-mail address |  |

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| **Describe your current responsibilities and time working with U.S. funds (1-page maximum).** |

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| **Describe how this award will benefit your career (1-page maximum).** |

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| **Describe how this award will benefit your institution (1-page maximum).** |