Blödel Traveling Scientist Program Guidelines

Traveling Scientist Program
The Traveling Scientist Program was established to provide support for Blödel research affiliates to visit other institutions for collaborative research and to learn new techniques, and to support scientists from other institutions to visit UW for collaborative research. Applicants are encouraged to apply early, since limited funds are available at any time.

Philosophy and Guidelines
An extremely important part of modern biomedical science is the sharing of ideas, methodologies, and specialized resources between groups of investigators who reside in different regions. This need is partially met by national and regional scientific meetings and short visits to other laboratories. The Virginia Merrill Blödel Hearing Research Center pioneers recognized that a program to encourage meaningful collaborations between our Affiliates and other institutions throughout the world would enhance our research efforts worldwide and facilitate progress in hearing and balance research. To this end, the Virginia Merrill Blödel Traveling Scientist Program was developed to offer these annual awards.

Conditions

A. Eligibility: All active Affiliates of the Virginia Merrill Blödel Hearing Research Center are eligible to apply to become a Traveling Scientist or may apply to sponsor a visiting scientist from another institution for collaborative research, or to learn or to teach new techniques. Each Affiliate is limited to one travel scholarship per year. Affiliates can apply throughout the calendar year; there is no defined application period. Four times a year (February, May, August, November), Affiliates will be reminded to apply. Grants will be awarded based on availability of funds at the time of the application and new awards will take precedence over repeat award recipients. Applicants who have received prior award funding with the same collaborator are required to submit evidence of past productivity with their application – such as a list of publications/presentations/grants which resulted from receiving past traveling scientist awards.

B. Duration and Purpose of Travel: The purpose of the travel should be to enhance hearing and balance research worldwide by facilitating meaningful collaborations between active investigators. In this regard, funds are intended to support extended visits between laboratories, research facilities, or clinical centers for purposes such as:
- Learning new methodologies.
- Collaborative research with investigators who reside at another institution.
- Use of specialized facilities or instrumentation not available at the home institution.
- Learning new clinical procedures that will allow extensions of clinical research.

In any single case, one or more of these objectives may be best met either by the Affiliate traveling to another institution, or by a scientist traveling from another institution to work with the Affiliate. It is recognized that the time of any one visit will be variable, depending on the responsibilities of the applicant, and in some cases the funds available. In many cases, the funds may be used to cover a portion of the costs when other funding is available. This will enable more Affiliates to take advantage of the program.
C. **Use of Funds**: Funding by this program is intended to cover some travel and living expenses for the Affiliate visiting another institution, or by the Visiting Scientist from another institution.

Below are guidelines for use of funds:

a. Economy class roundtrip travel
b. Lodging
c. Per Diem expenses for meals (at approved Washington State rates)
d. Necessary incidental expenses (e.g., local transportation, laundry)
e. For extended visits, those greater than one month working with a UW collaborator, reimbursement of additional travel expenses incurred by a spouse and/or immediate family member may be approved, depending on funding availability. Reimbursement procedures will follow the University of Washington guidelines for “Spousal and Family Travel”.

**For Visiting Scientists only**: In general, it is expected that the Visiting Scientist will be paid by his/her institution. However, if a salary supplement gives a Visiting Scientist the ability to carry out research with an Affiliate when other sources of salary are not sufficient (e.g., when person is only partially paid while on sabbatical leave), then the Visiting Scientist is advised to include the request in the application. A strong rationale for the necessity of a salary supplement will be required and approval will depend on available funds.

**Restrictions**

a) These funds are not intended to cover travel to professional meetings or to support visiting lectures alone.

b) These funds are not intended to cover salary or benefits of UW faculty while on sabbatical leave.

c) These funds are not intended to be used for research equipment or supplies.
Traveling Scientist Application Cover Page

Visitor's/Faculty information
Name:
Title:
Full Address:
Email: / Mobile Phone #:

Research
Research Title:
Bloedel Affiliate Collaborator/s:

First time applicant? YES NO

Trip details
Other family members coming? ( ) No ( ) Yes, Who?

Begin/end dates of visit:
Estimated Costs for Scientist Expenses (in USD $):

Airfare
  for Scientist: Cities _____________ Fare total $_________
  for Family Member? Cities _____________ Fare total $_________

Housing
  # of Days = $/day = $ Housing total $_________

Per Diem
  # of days = $76.00/day = $ Per diem total $_________

Miscellaneous
  Local Transportation Misc total $_________

Total $ requested from VMBHRC $_________

Supporting documents
( ) CV or Biosketch
( ) Letter of support addressed to the Affiliate Liaison Committee
( ) Written Proposal, to include: (a) detailed description of research planned, (b) benefit of research to home institution and UW, (c) justification for length of stay, and (d) budget and budget justification. Total length 5 pages- Single spaced (references excluded)
( ) References

Application submission
Submit applications to:
Via email (.pdf) to Wendy Parkinson
Subject Line: Bloedel Visiting/Traveling Scientist Program
Email: parkiw@uw.edu

Program inquiries: Contact Wendy Parkinson at 206.616.4105 or email parkiw@uw.edu
Virginia Merrill Bloedel Hearing Research Center
Traveling Scientist Program

Bloedel Traveling Scientist Program Application

Grant Application Deadline: You may apply at any time throughout the year. There is no
defined application period.

Instructions for preparing your application:

1. Trip Details:
   a. Please use UW contract carriers of least expensive flight arrangements, so we may
      fund as many people as possible (only actual ticket prices will be reimbursed).
   b. Explain any additional proposed costs over and above UW approved per diem
      rates.
   c. If the application is for an international Visiting Scholar, please contact Wendy
      Parkinson for additional budget and visa guidance.

2. Curriculum Vitae or Biosketch

3. Letter of support addressed to the “Affiliate Liaison Committee”
   a. For Visitors to UW: From the Bloedel Affiliate collaborator/s
   b. For Visitors outside UW: From the hosting collaborator/s

4. If you have received prior award funding with the same collaborator, please submit
   evidence of past productivity – such as a list of publications/presentations/grants which
   resulted from receiving past traveling scientist awards.

5. Written proposal (maximum 5-pages) to include the following:
   a. Project Title
   b. Name and qualifications of Visiting Scientist (if non-UW)
   c. Name/s of Bloedel Collaborator/s
   d. Abstract
   e. Detailed description to include:
      i. research to be conducted or methodologies to be acquired
      ii. benefit to your research program or UW hearing research
      iii. justification for length of stay
      iv. total funds requested, with justification

6. References and prior productivity list (if applicable) will not be included in the page
   count for the 5-page proposal

Please submit proposals as one single document in pdf form to:
   Subject Line: Traveling Scientist Program
   To: Wendy Parkinson/parkiw@uw.edu
   cc: Jay Rubinstein/rubinj@uw.edu

The Affiliate Liaison Committee (ALC) and the Director of the Center will review the Traveling
Scientist applications as they are submitted (‘rolling’ review). The ALC will vote on the merits of
the applications and select the awardees. You will be emailed an approval or denial notice.

Call or email with questions to Wendy Parkinson at (206) 616.4105, or parkiw@uw.edu.