



## ASGCT Career Travel Award Required Documents

ASGCT maintains the following guidelines for all Career Travel Award applications. When submitting the application, please adhere to the page restrictions and include all required attachments. Applicants should use [NIH formatting](#).

Applications must be submitted in PDF format to [awards@asgct.org](mailto:awards@asgct.org) with the subject line **Career Travel Award Application – Your Name**. Submissions after the deadline will not be considered. The applicant will receive an email confirmation once the application is received.

- Cover Page** (Maximum 1 pages)
  - Project title, grant category topic (A-G)
  - Candidate info (name, title, department, address, phone number, email, ASGCT member #)
  - Mentor info (name, title, department, address, phone number, email.)
  
- Applicant Career Development Plan** (Maximum 1 page)
  - The plan should outline the applicant's aspirations and what the Career Travel Award would mean to their career.
  
- Proposed Project Narrative** (Maximum 2 pages, excluding references)
  - The narrative should include a detailed description of the proposed project, including information on the significance, originality, hypothesis, feasibility, and methodology of the project. Please include justification for why travel is needed.
  - It should also include a project timeline that contains specific details stating how the project can be completed within the award period.
  
- Budget** (Maximum 1 page)
  
- Current Mentor Letter of Support** (Maximum 2 pages)
  - The letter must be on official institution letterhead.
  - This letter should include statements detailing what the mentor will do to support the applicant and the project and why the project should be funded.
  - If the applicant has co-mentors, only one statement should be included, but it should be written and co-signed by both mentors.
  
- Proposed Collaborator Letter of Support** (Maximum 2 pages)
  - The letter must be on official institution letterhead.
  - This letter should include statements detailing what the mentor will do to support the applicant and the project and why the project should be funded.
  - If the applicant has co-mentors, only one statement should be included, but it should be written and co-signed by both mentors.
  
- Applicant NIH Biosketch** ([NIH Biosketch format](#)), **CV/resume, or equivalent** (Maximum 4 pages)
  - Must contain a list of all active and pending grants or fellowships.



- Current Mentor NIH Biosketch** ([NIH Biosketch format](#)), **CV/resume, or equivalent** (Maximum 4 pages)
  - Must contain a list of all active and pending grants or fellowships.
    - If the applicant has co-mentors, each mentor must submit a biosketch, CV/resume, or equivalent.
  
- Proposed Collaborator NIH Biosketch** ([NIH Biosketch format](#)), **CV/resume, or equivalent** (Maximum 4 pages)
  - Must contain a list of all active and pending grants or fellowships.
    - If the applicant has co-mentors, each mentor must submit a biosketch, CV/resume, or equivalent.