**TSRI Society of Research Fellows Course Reimbursement Program**

TSRI’s Society of Research Fellows has funded a program to reimburse postdocs and graduate students for the cost of specified professional development courses and networking events (noted below). Scholars may be reimbursed up to **$150** per year. However, funding for this program is finite. If demand exceeds resources, applicants may only receive partial reimbursement for their courses.

### Eligible Courses

1. Any course or workshop sponsored and organized by the TSRI Career & Postdoctoral Services Office or SRF

2. UCSD Extension Courses in the area of:

   - Bioinformatics & Life Science IT
   - Biostatistics
   - Biotech & Pharmaceutical Operations
   - Clinical Trials
   - Drug Discovery & Development
   - Regulatory Affairs
   - Scientific Writing
   - Academic Writing

3. NOVA Southeastern Institute (Certificate Programs)

   - Entrepreneurship
   - Finance
   - Global Management
   - Leadership
   - Management
   - Marketing

4. Registration fees associate with most local **professional development workshops or networking events** organized by:

   - BioFlorida Meetings & Networking Events
   - LST-HUB Events (monthly meetings are free for postdoctoral fellows)
   - AWiS
   - Oxbridge Biotech Roundtable
   - AAAS

*Updated: 05/26/15*

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5. One-time **New Member** Fee for **Toastmasters** (monthly membership dues are not reimbursable). Reimbursement contingent upon earning *Competent Communicator* or *Competent Leadership* Certificate.

6. Annual membership fees for the **Associate for Women in Science**. *Reimbursement contingent upon attending an AWiS professional development event (proof of attendance required).*

7. Membership fees for full (dues-paying) membership in the **National Postdoctoral Association (NPA)**. Reimbursement contingent upon participating in any of the NPA committees, attending an NPA annual meeting, or running for a seat on the NPA executive board. *Note: all TSRI postdocs are eligible for free NPA affiliate membership.*

8. Registration fees associated with local **professional development workshops** organized by the postdoctoral associations or postdoctoral offices of neighboring research institutions.

9. Fees for certification or standardized exams, including: project management professional (PMP), GMAT, LSAT, MCAT, and patent bar exam.

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**Excluded**

1. Travel Reimbursement (including parking)
2. Scientific Conferences or Research Training Seminars (please apply for the SRF Travel Award and/or Robert M. Sandelman Award)
3. Fees for social events organized by the SRF
4. Courses that end (i.e. last day of course) after the termination of the postdoctoral appointment with TSRI
5. Courses started before the postdoctoral fellow begins his or her postdoctoral appointment at TSRI
Course reimbursement form

TSRI’s Society of Research Fellows (SRF) has funded a program to reimburse for the cost of specified personal development courses, networking events and symposia. Eligible courses and events are noted on the pre-approved list, accessible from the Career and Postdoctoral Services Office Web Page (Florida). If the course or event you wish to attend is not specified and you feel it is justifiable for professional development, please contact the Career Development Officers (Florida) who will be happy to discuss the eligibility with you.

For 2015, this Officer is Rodrigo Pacifico (rpacific@scripps.edu).

*This reimbursement form must be submitted with ALL required documents (see below) no later than 4 weeks after the course or networking event.*

Scholars may be reimbursed up to $150 per year. However, funding for this program is finite. If demand exceeds resources, applicants may only receive partial reimbursement for their courses.

**PERSONAL DETAILS**

Name (legal name to appear on reimbursement check):

________________________________________________________________________________________________________

TSRI ID #:

________________________________________________

Department:

________________________________________________

Email:

________________________________________________

Date:

________________________________________________

Mail Drop

________________________________________________

Phone:

________________________________________________
EVENT DETAILS

Name of Course or Event – *MUST be on pre-approved list, see Career and Postdoctoral Services Office webpage (Florida)*

________________________________________________
Date(s)

________________________________________________
Registration fees:

________________________________________________
Materials Cost

TOTAL COST:

________________________________________________

In addition to this form, the following documentation is mandatory:

- Copy of course or event description/announcement and fees
- Itemized copy of receipt(s), cancelled check or credit card statement to show payment for registration, required books, software and/or other directly related course materials
- Proof of successful completion of the course, for example certificate of completion or instructor/organizer notification. For networking events, provide evidence for attendance (name badge, handout, business cards of people you met etc.)

Please submit to

**SF-SRF Career Development Chair**
Rodrigo Pacifico (rpacific@scripps.edu)
130 Scripps Way, #3C2
Jupiter, FL 33458

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