Boston College Postdoctoral Association (BCPDA)
KNOWLEDGE DISSEMINATION PROGRAM

Purpose
The BCPDA Knowledge Dissemination Program (KDP) aims to support the dissemination of the independent and original scholarly work of its members to promote their professional development and facilitate their transition to an independent career.

Program
The BCPDA offers knowledge dissemination grants to its members for presenting their scholarly work in conferences or academic journals. Scholarly work includes posters, oral presentations, or papers.

Dates and Conditions
There are three deadlines per year to apply for an award:
- Fall: September 30th (for activities to be done in October, November, December, and January)
- Spring: January 31st (for activities to be done in February, March, April and May)
- Summer: May 31st (for activities to be done in June, July, August, and September)

The maximum amount for a KDP grant is $500.00. The BCPDA has a yearly budget dedicated to the KDP; one third of the budget is planned to be spent at each program opening, which means that 10 grants can be distributed at each opening.

It is absolutely essential that BCPDA members apply for a grant BEFORE they make any expenditures that they want the grant to cover. There are strict procedures to observe to ensure that recipients receive their grant; the BCPDA Board of Representatives will instruct recipients on these rules upon attribution of the grants.

Eligibility Criteria
The applicant must:
- Be a general member of BCPDA;
- Present at a conference OR submit a paper within the period covered by the current opening (see Dates and Conditions);
- Be the principal presenter or author of the scholarly work, which must be the BCPDA member’s original work and must differ significantly from the mentor’s work (i.e., principal investigator or supervisor).

Eligible Fees
For conferences, the eligible fees include registration, prints, housing, meals, and transportation. To receive payment of the grants, recipients will need to provide proof of acceptance to a conference and proof of expenditures.
For papers, the eligible fees include any publishing fees (e.g., open access, proofreading, translation, color print). To receive payment of the grants, recipients will need to provide proof of submission to an academic journal and proof of expenditures.

**Grant Attribution Process**

Upon closing dates of the application period, the BCPDA Board of Representatives reviews all the applications and verifies their eligibility. Grants cannot exceed the budget requested by the BCPDA members in their application form. If the number of applications exceeds the funds available for an opening, the grants will be distributed with preference to BCPDA members who:

- Are first time applicant for the current fiscal year;
- Are active member of the BCPDA (as defined in the BCPDA charter).

The grant recipients are notified by email and have one week to accept or decline the grants, after which they will be considered to have declined the grant. If grants are declined, they are distributed to the next applicants on the list for the current program opening. If the available budget is not spent entirely, the remaining monies are carried forward to the next program opening within the same fiscal year. If the recipients do not provide the required proofs or if their actual expenditures are below the grant amount, the remaining monies are carried forward to the next program opening of the current fiscal year.

**Information to be Collected in the Application Form**

- Applicant information (name, postal and email address, Eagle ID, department, mentor);
- Abstract of the scholarly work;
- Brief explanation of how the scholarly work is original and independent from the mentor’s work (max. 100 words);
- Conference or journal where the work will be presented/submitted and expected date of presentation/submission;
- Budget (all expenses to be covered by the grant with justification);
- Other grants (received or applied for) for the same scholarly work.