

## 2025/26 Short Term Postdoc Support (STePS) Funding Request Form

To sustain our preeminence goals, the UCF Office of Postdoctoral Affairs (OPA) has allocated funding to support recent UCF PhD graduates through a new short term post-graduation program. The term of support is six (6) months. This is meant to be short term support only, during which time the scholar will make arrangements for post-UCF employment while receiving the benefit of mentorship by a UCF faculty member. Once the STePS award ends, a faculty member may keep the postdoc employed, but P3 funding would not be available. (see below)

PIs will cover approximately the first two months of salary + fringe and the Office of Postdoctoral Affairs will cover the latter four months. At a minimum annual rate of \$57,000, the six-month breakdown (including fringe) is PI: \$12,000 (Approximate total buy-in), OPA: \$21,630. (If a PI chooses to pay above the minimum salary, or extend the contract beyond the six-month period, the PI will be responsible for the difference.)

Funding will be awarded on a first come, first served basis.

**Please note:** A postdoc may not receive both STePS funding and P3 funding--only one or the other during their time as a postdoc at UCF. Note the benefits and costs of both programs and choose the one that best aligns with your and the scholar's situation.

### Eligibility

#### PLEASE READ CAREFULLY

To be eligible for 2025/26 STePS funding, a student must be a UCF graduate, fully hired as a postdoc, and eligible to lawfully work in the US before they can begin working. (see below)

OPT: Students on an F-1 visa must apply for OPT 60-90 days in advance of their hire date to ensure **physical possession** of the EAD card, which is **required** to begin working after graduation. If the graduating student needs a foreign screening, as required by [Florida Statute 1010.35](#), we recommend requesting this **60 days** before graduation. Placement into the postdoc position cannot occur until this is completed. No exceptions.

**PLEASE NOTE FOR ALL POSTDOCS:** POSTDOCS MUST BE EMPLOYED AT SOME POINT DURING THE PERIOD AUGUST 2 – DECEMBER 31 TO BE ELIGIBLE FOR STePS FUNDING.

### Required Information from STePS Program Participants:

Scholar's Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

STePS Funding Start Date: \_\_\_\_\_ Sources of Funding / Grant Number for Salary: \_\_\_\_\_

CIP Code (Required): \_\_\_\_\_ Postdoc Salary: \_\_\_\_\_

Please review the [linked GSS - CIP](#) document that identifies CIP codes for the annual NSF Survey of Graduate Students and Postdoctorates in Science and Engineering, and enter the CIP code that relates to the postdoc's research area.

Mentor's Name: \_\_\_\_\_ Affiliated Home Department: \_\_\_\_\_

I understand my postdoc can only receive this STePS award if they are a UCF grad and new postdoc at UCF. PI Initials: \_\_\_\_\_

Please describe the area of research in which the postdoc will be working:

Please describe the activities the postdoc will engage in during their six-month assignment:

Please describe the support you will provide the postdoc to assist in their job search:

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#### Required Signatures/ Financial Support Verification

**Applicants are responsible for procuring BOTH signatures below. Please do not return the form unless signed or otherwise approved. (e.g., via email)**

By signing below, I agree to the terms of the STePS program as laid out above and understand this STePS scholar will not be eligible for a P3 award and is not eligible for STePS if they have already had a P3 award.

PI Name: \_\_\_\_\_ PI Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FBC Representative Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The signature of a post-award specialist or other college/unit financial representative is required to ensure the funding source has been verified for amount and compliance.

SUBMIT COMPLETED APPLICATIONS TO [POSTDOC@UCF.EDU](mailto:POSTDOC@UCF.EDU).