



2123 Lee Building
College Park, Maryland 20742-5121
301.405-0281 TEL 301.314.9305 FAX
Email: gradtravelawards@umd.edu

Application for the Jacob K. Goldhaber Travel Award
For graduate student participation at an academic conference

Contact Information	Conference Dates
<hr/> Last (please complete above) <hr/> First <hr/> M.I. <hr/>	Conference begins: <hr/>
Address (campus address preferred; include building name & room #) <hr/>	Conference ends: <hr/>
City <hr/> State <hr/> Zip <hr/>	Have you received a Goldhaber award before? Yes No
UMD Email address <hr/> Student Identification Number/UID <hr/>	If yes, what date ? <hr/>

Conference Information	Education
<hr/> Name of Conference <hr/>	<hr/> Department Code (e.g., CHEM) <hr/>
<hr/> Title of Presentation <hr/>	<hr/> Degree Sought <hr/>
<hr/> Location of Conference <hr/>	<i>If PhD, have you advanced to candidacy?</i> ___ Yes ___ No
	<hr/> Advisor's Name <hr/>

Itemized Budget	Materials and Signature	All Funding and Funding Sources
Transportation \$ <hr/>	<hr/> Application	(KFS account # and funding amount)
Registration fees \$ <hr/>	<hr/> Copy of Conference	1. <hr/>
Lodging \$ <hr/>	<hr/> Invitation	2. <hr/>
Food \$ <hr/>	<hr/> Advisor's Letter	3. <hr/>
Other \$ <hr/>	<hr/> Abstract / Proposal	4. <hr/>
Specify Other <hr/>	<i>Your signature below indicates acceptance of the guidelines found on the Graduate School website and verifies that all the information is complete and accurate. Incomplete applications will not be considered for funding.</i>	<hr/> Print name of Funding Representative (Dean, Chair, Grad Dir, or external source) <hr/>
Total Est. Budget \$ <hr/>	<hr/> Applicant's signature <hr/>	<hr/> Signature of Funding Representative <hr/>
Amount requested \$ <hr/> from Goldhaber	<hr/> Date (mm/dd/yy) <hr/>	<hr/> Title of Funding Representative <hr/>
<div>Graduate School Use Only Application Received: Award Amount: Revised 2014</div>		<hr/> Date <hr/>

Jacob K. Goldhaber Travel Grant

Instructions

The Jacob K. Goldhaber Travel Grant is intended to help defray the expenses incurred by graduate students who are traveling to scholarly, scientific, or professional conferences to present papers, posters, or other scholarly material. The following guidelines have been established in order to accommodate as many students as possible and to allow applications to be processed in a timely manner.

If you have any questions regarding Goldhaber grants, please contact the Graduate School by phone at 301.405.0281 or via email at gradtravelawards@umd.edu.

Rolling Deadline

The Goldhaber Travel Grant is awarded on a first-come, first-served basis. A rolling deadline allows graduate students to apply at any time as long as the necessary documents are included with the application and the application is received **before** the travel dates.

Award Guidelines

Preference will be given to students who have advanced to candidacy (or in the case of master's degrees, students in the final stages of their program). Graduate students are eligible to receive the Jacob K. Goldhaber Grant twice during their graduate education at the University of Maryland, once before the achievement of candidacy (including MA students) and a second time after the achievement of candidacy. Students must be registered, degree-seeking graduate students during the travel period. Goldhaber Travel Grants cannot be used to fund travel for alumni or Advanced Special Students. Application for a Goldhaber must be made **before** the travel dates.

Goldhaber awards are matching awards. Students must first have funds from a college, department, advisor's grant, or an external source before they are eligible to receive a Goldhaber. The amount requested from the Graduate School may not exceed 50% of the total travel budget nor exceed the maximum regional award amounts (see regional table below). This amount is based primarily on the cost of travel and is not necessarily equal to the amount given by a department.

Goldhaber Travel Grants are made—

- For domestic and foreign travel to meetings, conferences, and workshops that have officially published programs;
- To students who are presenting a paper, poster, or other type of presentation.

Requests for participation in informal conferences or workshops will not be approved.

Requests for participation in a course will not be approved.

The award amount is awarded according to the following criteria:

- Amount of funds available;
- Number of students applying;
- Destination.

Goldhaber awards may not exceed the amount contributed by a college, department, or other source, regardless of funds available or destination. Students may receive a Goldhaber Travel Grant twice during their tenure at the University, regardless of degrees earned.

Regional Award Amount

Award amounts are based on the distance traveled.

Region 1: U.S. East of the Mississippi River	\$250
Region 2: U.S. West of the Mississippi River, Canada, Mexico, Puerto Rico	\$400
Region 3: International	\$600

Application Procedures

Complete all parts of the Goldhaber application. The student must sign the form and a representative of the source of primary funds must sign the funding section of the application. The student's signature serves as his or her understanding and acceptance of the provisions of the award.

For a Goldhaber Travel Grant, students must provide the following items with their applications—

- Proof of participation in the conference, which may be a copy of a letter or email accepting the proposal, an invitation, or a printed program.
- An abstract of the presentation.
- A letter of recommendation from the academic advisor that addresses the importance of the conference to the student.
- A promise of funds, which may be satisfied by the signature of the Chair, Dean, or Director of Graduate Studies, provided both the dollar amount(s) and all funding source(s) are indicated on the form.

Submitting the Application

Please prepare your application materials as a single PDF file, if possible, and submit your application using the Graduate School Awards System available at: <http://www.gradschool.umd.edu/GSAwardsSystem/>.

If you have any questions or need assistance, please contact Robyn Kotzker at gradtravelawards@umd.edu.

Award Acceptance

Upon notification of an award, a student must immediately return the acceptance form to the Graduate School. If the form is not returned within two weeks, the student may not be reimbursed for travel expenses. Award Acceptance Forms may be sent Robyn Kotzker by mail to 2123 Lee Building or by email to gradtravelawards@umd.edu.

Departments may require the completion of a Travel Approval Request form.

Reimbursement Procedures - Students Must Retain All Original Receipts

After returning from travel, the student must submit to the department a travel expense statement (available from the department's administrative staff) and all original receipts within two weeks.

The department will reimburse students both for their expenses (the promised funding) and the Goldhaber award. If a number of students are sharing expenses, then those who cannot submit original receipts may submit copies provided they attach a written statement explaining who submitted the original receipts.

Goldhaber Travel Awards are reimbursed to departments only after students have been paid the full amount of the promised funds plus the Goldhaber. **NOTE:** If the student has only external funds (e.g., from the conference or another outside agency), the department pays only the Goldhaber. The department must include a memo verifying payment of any external funds when requesting reimbursement from Goldhaber.

Business managers must forward copies of travel expense statements and FRS reports showing the reimbursement.

Copies of student receipts are not necessary.

Business managers, please forward Travel Expense Statements and FRS reports to:

The Graduate School
Goldhaber Travel Awards Reimbursement
2123 Lee Building
Attn: Robyn Kotzker

or email to gradtravelawards@umd.edu

Account numbers for reimbursements must be clearly indicated on the copies.

The Graduate School must receive all reimbursements requests within **three months** after the student returns.