# UNIVERSITY OF MARYLAND

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

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### Contact Information

_____
**Last** (please complete above)        First            M.I.

_____
**Address** (campus address preferred; include building name & room #)

_____
**City**                    State            Zip

_____
**UMD Email address**        **Student Identification Number/UID**

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### Conference Dates

**Conference begins:**
_____

**Conference ends:**
_____

**Have you received a Goldhaber award before?**

            **Yes**        **No**

**If yes, what date ?** _____

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### Conference Information

_____
**Name of Conference**

_____
**Title of Presentation**

_____
**Location of Conference**

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### Education

_____
**Department Code** (e.g., CHEM)

_____
**Degree Sought**
*If PhD, have you advanced to candidacy?*
        Yes            No

_____
**Advisor's Name**

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### Estimated Budget

**Transportation** $ _____
**Registration fees** $ _____
**Lodging** $ _____
**Food** $ _____
**Other** $ _____
**Specify Other**

**Total Est. Budget** $ _____

**Amount requested** $ _____
**from Goldhaber**

| Graduate School Use Only |
|---|
| Application Received: |
| Award Amount: |
| *Revised 2017* |

### Materials and Signature

____ **Application**
____ **Copy of Conference Invitation**
____ **Advisor's Letter**
____ **Abstract / Proposal**

*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.*

_____
**Applicant's signature**

_____
**Date (mm/dd/yy)**

### All Funding and Funding Sources

**(KFS account # and funding amount)**

1. _____
2. _____
3. _____
4. _____

_____
**Print name of Funding Representative**
**(Dean, Chair, Grad Dir, or external source)**

_____
**Signature of Department Representative**

_____
**Title of Department Representative**

_____
**Date**

**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 grants 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 travel grants 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 grant.

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 confirmed by the signature of a Department representative (Chair, Dean, or Director of Graduate Studies, Business Director).  All funding sources and dollar amounts must be  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 Application Portal at: **http://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.  Send  Award

**Reimbursement Procedures - Students Must Retain All Original Receipts**
Before travel, the student must contact their department's administrative staff to complete a Travel Approval Request form.  After travel, the student must submit all original receipts to the department's administrative office and complete a Travel Expense Statement.

The department will reimburse students both for their expenses (the promised funding) and the Goldhaber Grant.  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.

After the student(s) have been paid the full amount of the promised funds plus the Goldhaber, Departments can request a reimbursement from the Graduate School. ***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.

**To request the reimbursement from the Graduate School, Business Managers must forward copies of Travel Expense Statements and KFS ledger reports showing the reimbursement to the student.** *Copies of student receipts are not necessary.*

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

> The Graduate School
> Goldhaber Travel Awards Reimbursement          or email to  gradtravelawards@umd.edu
> 2123 Lee Building
> Attn: Robyn Kotzker

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