



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

**Contact Information**

\_\_\_\_\_  
Last (please complete above)                      First                      Middle initial

\_\_\_\_\_  
Address (campus address preferred, inc. room # & building)

\_\_\_\_\_  
City    State    Zip code

\_\_\_\_\_  
Home phone    Work phone

\_\_\_\_\_  
Email Address    Student Identification Number/UID

**Conference Dates**

Conference begins:

\_\_\_\_\_

Conference ends:

\_\_\_\_\_

Have you received a Goldhaber award before:

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If yes, when (date) \_\_\_\_\_

**Conference Information**

\_\_\_\_\_  
Name of Conference

\_\_\_\_\_  
Title of Presentation

\_\_\_\_\_  
Location of Conference

**Education**

\_\_\_\_\_  
Department (code, e.g. ENGL)

\_\_\_\_\_  
Degree sought

\_\_\_\_\_  
Advisor's name

Have you advanced to candidacy?    \_\_\_ Yes    \_\_\_ No

**Itemized Budget**

Transportation    \$

Registration fees    \$

Lodging    \$

Food    \$

Other    \$

Other (specify)

Total Est. Budget    \$

Amount requested from Graduate School    \$

**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.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date (mm/dd/yy)

**Funding and Funding Sources**

(all amounts & sources *must* be listed)

1. \$ \_\_\_\_\_
2. \$ \_\_\_\_\_
3. \$ \_\_\_\_\_
4. \$ \_\_\_\_\_

\_\_\_\_\_  
Department or External Funding Representative (Dean, Chair, Graduate Director, please print)

\_\_\_\_\_  
Signature of Funding Source Representative

\_\_\_\_\_  
Title of Funding Source Representative

\_\_\_\_\_  
Date (mm/dd/yy)

**Graduate School Use Only**

Application received:

Award amount:

Revised May 2006

## Jacob K. Goldhaber Travel Grant

### Instructions

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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 301.405.0358 or via email at [jking@gradschool.umd.edu](mailto:jking@gradschool.umd.edu).

#### **ROLLING DEADLINE / FIRST-COME, FIRST-SERVED**

Rather than have a set application deadline, the Goldhaber Travel Grant is awarded on a first-come, first-served basis. The 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).

Students may receive only one Goldhaber Travel Grant during their tenure at the University.

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 be able to show on the application that they 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 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 an officially published program;
- 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.

The award amount is loosely awarded according to the following criteria:

- Amount of funds available;
- Number of students applying;
- Destination; for example, a student traveling to California is eligible for a maximum of \$350.00; a student traveling to Delaware or Pennsylvania may receive \$125.00; and so forth (see table below).

Goldhaber awards may not exceed the amount contributed by a college, department, or other source, regardless of funds available or destination.

#### **One-time Offer:**

Students may receive a Goldhaber Travel Grant only once during their tenure at the University, regardless of degrees earned.

#### **Regional Award Amount**

Award amounts are based on the distance traveled. Amounts listed below are guidelines; each application will be considered individually. The five regions are:

Mid-Atlantic	\$100.00
North East (including New York City)	\$200.00
South East	\$225.00
Midwest	\$250.00
West Coast	\$350.00
International	\$450.00

## **Application Procedures**

Complete all parts of the Goldhaber application. The student must sign the form and a representative of the source of matching 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 with their applications—

- Proof of participation in the conference, which may be a copy of a letter or email accepting the work, 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's degree.
- A promise of matching 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.

## **REIMBURSEMENT PROCEDURES**

Upon notification of an award, a student must immediately return the acceptance form to the Graduate School. Any student who does not do so within two weeks will not be reimbursed for travel expenses. If a student misplaces his or her Award Acceptance form, it can be reprinted. Emails may be accepted with permission of The Graduate School.

### **Students must retain all original receipts for expenses incurred during travel.**

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

The department will reimburse students both for their expenses 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 amount of the award plus the promised department (or other) funds. *Note:* If students have only external funds and no department funds, the department pays only the Goldhaber amount.

Business managers must forward copies of the student's travel receipts, expense statements, and FRS reports showing the reimbursements.

Send copies to:           The Graduate School  
                                  Goldhaber Travel Awards  
                                  2123 Lee Building  
                                  Campus 5121

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

The Graduate School must receive all reimbursement requests within **two months** after the student returns.