PTRS Procedures for Funding Travel for Ph.D. Graduate Students

Criteria for requesting graduate student travel support from department DRIF funds

- Any currently registered graduate student may apply for funds (full-time or part-time).
- Students must be first author on a paper or poster in order to qualify for funding.
- Automatic funding will be given for one conference per fiscal year, with the advisor’s approval, consisting of EARLY BIRD Registration, and travel expenses up to $750 if the above criteria are met. Note if EARLY BIRD Registration is not completed in time, the student will pay the balance.
- Any additional conference per fiscal year (July 1 to June 30) can be applied for but would need to be considered by the PhD Director on its merits. An additional conference will not be funded except under exceptional circumstances, including leftover funding from the first conference. In this case, application and approval for Graduate Student Travel via the Graduate Student Association (GSA) would be expected too. The maximum award from the GSA is $300, however due to the number of applications received by the GSA the amount of the award may be less than $300. To access the GSA Policy and GSA Travel Fellowship Application, click on the link: http://www.graduate.umaryland.edu/gsa/Awards/Travel-Fellowships/
- If a student did not use the full $750 for one conference, the remaining money could be put towards a second conference, if travel will occur in the same fiscal year.
- Applications must be made well in advance of the conference (even before acceptance is known) and certainly well before EARLY BIRD REGISTRATION is over.
- The PTRS Application Form for Graduate Student Travel funds follows this Policy.
- All applications should be submitted to the Program Director and should not exceed the $750 limit. Note: Graduate students are also encouraged to apply to the UMB Graduate School for $300 travel funds

It is recognized that some students may have additional funding sources from grants.
Application for Ph.D. Graduate Student Departmental Travel Awards

Student Name:__________________________________________________________

Title of Conference:_____________________________________________________

________________________________________________________________________

Dates:____________________________________ Location:_________________________________

Title of Presentation:_______________________________________________________

________________________________________________________________________

Authors:_____________________________________________________________________

Poster/Verbal/Not Known Yet (circle)

Early Bird Registration $:_______________________________

Est. Lodging $:______________________for _______days

Est. Travel $:______________________by air/train/car

NOTE that if this is a second conf. or Supplement, then these details need to be clear

Student Signature:________________________________________________________ Date:______________

Approved by Advisor:_____________________________________________________ Date:______________

FOR SUPPLEMENTAL OR SECOND CONFERENCE ONLY: Please give a rationale for why it is important that you secure extra funds or that you attend a second conference per year.

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Approved by Program Director/Committee where appropriate:

________________________________________________________________________ Date:_______