



# UNIVERSITY OF MARYLAND

SCHOOL OF PUBLIC HEALTH  
*Department of Behavioral and Community Health*

## **BCH Graduate Student Travel Support** **(Effective July 1, 2017)**

The Department of Behavioral and Community Health is committed to assisting students who need travel funds to present their scholarship at scientific conferences. The departmental travel fund for AY 2015-2016 is \$5,000. This amount will vary year to year with lesser amounts during lean years and greater amounts during robust years.

### POLICY:

Travel Support will only be provided for graduate students who:

- Are presenting a paper/poster (first author is preferable) at a scientific/scholarly conference and/or
- Are attending a scientific/scholarly training that is essential to their professional development and/or
- Have defended their project/thesis/dissertation proposal, are in the job market, and want to use the conference's employment services/networking opportunities

Eligibility for Travel Support:

- All BCH graduate students currently enrolled and in good standing
- Approval of travel by the student's faculty advisor
- Filing of a travel fund application that includes a copy of the paper's abstract and proof of acceptance (if appropriate) statement of why travel is required (or verification) and completed the Graduate School's Goldhaber Travel Award Form (if applying)

Trip Maximums:

- Domestic travel = \$400
- International travel = \$600

Duration of Program Maximums:

- MPH students, over the duration of their degree, a total allocation of \$500
- PhD students, over the duration of their degree, a total allocation of \$1,500

We ***strongly encourage*** that students plan carefully to use their travel funds so that they can travel throughout their duration as a graduate student.

Travel awards are constrained to cover ONLY:

- Conference registrations (Early bird is preferred)
- Cost of abstract submission
- Flights (booked sufficiently in advance to achieve good rates)
- Hotel costs
- Mileage if driving to out-of-state conference
- Poster production

All funds must be approved by the faculty advisor and the department as "appropriate and reasonable."

## Application for BCH Graduate Student Travel Support

**Please fill out all sections below, obtain required signatures and submit to your advisor who will then submit the BCH Graduate Program Committee (GPC) to approve/deny. If approved, GPC will forward to BCH Business Office to process. Applicants will be notified of GPC decision by Sharp within 10 business days of submission of the complete application form.**

### **Contact Information:**

Last name:  
First name:  
Address:  
UMD e-mail address:  
UID:  
MPH or PhD student:  
If PhD, have you advanced to candidacy?  
Year in program:  
Expected semester/year of graduation:  
Faculty advisor's name:

### **Conference Information:**

Name of Conference/Training:  
Title of Poster or Oral Presentation (if applicable):  
Location of conference/training:  
Conference/training start date:  
Conference/training end date:

### **Itemized Budget:**

Transportation:  
Registration fees:  
Lodging:  
Other (specify other):  
Total estimated budget:  
Amount requested from BCH dept (trip maximums: domestic = \$400, int'l = \$600):

### **Materials and Signatures:**

- Application form
- Copy of paper's abstract and proof of acceptance (if appropriate)
- Statement/verification of need to attend for employment services/networking opportunities or training

Advisor's signature and date: \_\_\_\_\_

Applicant's signature and date: \_\_\_\_\_

### **GPC approval/denial:**

- Approve (Amount approved \$ \_\_\_\_\_)
- Deny