ENST-Stutzke Foundation Travel Grant

Instructions

The ENST-Stutzke FoundationTravel 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 Stutzke grants, please contact Dr. Stephanie Yarwood (syarwood@umd.edu), Director of Graduate Studies.

Rolling Deadline

The ENST Stutzke 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

Graduate students are eligible to receive the ENST Stutzke Grant once during the completion of a given ENST graduate degree program. Students must be registered, degree-seeking graduate students during the travel period. Application for a ENST Stutzke Travel award must be made **before** the travel dates.

ENST Stutzke grants are 2:1 matching awards. Students must first have some funds from another source, such as an advisor's grant, or an external source, or from the graduate school (such as a Goldhaber Travel Grant) before they are eligible to receive a ENST Stutzke award. The amount requested from the ENST Stutzke fund may not exceed 66% of the total travel budget nor exceed the maximum regional award amounts (see regional table below) which is based primarily on the cost of travel.

All ENST-Stutzke Travel Grant Applicants must be prepared to submit a letter of acknowledgement (a thank you note) to the Stutzke Foundation (template/guidance will be provided).

ENST Stutzke 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.

ENST Stutzke 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 Stutzke 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 $500

Region 2: U.S. West of the Mississippi River, Canada, Mexico, Puerto Rico $800

Region 3: International $1,200

Application Procedures
Complete all parts of the ENST Stutzke 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 ENST Stutzke 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 an appropriate authorizing individual (usually the student's advisor). All funding sources and dollar amounts must be indicated on the form.
- If Goldhaber funds are indicated as a match, the ENST Stutzke award will be contingent upon receipt of the Goldhaber funds.

Submitting the Application
Please prepare our application materials as a single PDF file, if possible, and submit your application to syarwood@umd.edu with a copy to gradstudies-enst@umd.edu.

If you have any questions or need assistance, please contact Dr. Yarwood (syarwood@umd.edu).

Reimbursement Procedures - Students Must Retain All Original Receipts
Before travel, the student must contact the ENST Travel 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.

UNIVERSITY OF MARYLAND

1443 Animal Sciences Bldg
College Park, Maryland 20742-5121
301.405-1198
Email: lyonkos@umd.edu

Application for the

ENST Stutzke Foundation Travel Award

For graduate student participation at an academic conference

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**

Conference Dates

Conference begins:

Conference ends:

Have you received a Stutzke award before?

☐ **Yes** ☐ **No**

If yes, what date ? _____

Conference Information

Name of Conference

Title of Presentation

Location of Conference

Education

ENST Specialization

Degree Objective (MS or PhD)

If PhD, have you advanced to candidacy?

☐ *Yes* ☐ *No*

Advisor's Name

Estimated Budget

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

Total Est. Budget $ _____

Amount requested from ENST-Stutzke $ _____

ENST Use Only

Application Received:

Award Amount:

Revised 2021

Materials and Signature

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

Your signature below indicates acceptance of the ENST guidelines 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. _____

Name of individual authorizing the matching funding

Signature of Authorizing Individual

Title of Authorizing Individual

Date