Sidney Kaufman Travel Funds Guidelines

The Sid Kaufman Travel Fund (SKTF) is available to Science of Earth Systems (SES) undergraduate majors specializing in geological sciences and graduate students in the Field of Geological Sciences, who are presenting papers/posters, to attend the national meetings of the SEG, GSA, AAPG, or AGU within the conterminous 48 states of the U.S. The current budgetary situation has made it imperative that we manage our various departmental resources carefully and strategically.

1. Requests must be made and approved *prior to the start of travel for which funds are being requested. No requests for reimbursement submitted after travel will be considered.
2. Priority will be given to those students who are presenting papers/posters. Justification is needed from the student’s advisor if he/she is requesting Kaufman travel funds to a conference, but not presenting a paper/poster.
3. Priority will also go to students who can obtain partial support from other sources.
4. The maximum amount that can be requested will remain $1000, however, there is no guarantee that the maximum will be approved for a given request. Awards will be limited to one per academic year.
5. Each request must include a clear and detailed justification for the amount being requested. Requests must include:
   a. An abstract of the paper/talk if you will be presenting
   b. Travel and accommodation details
   c. The amount applied for/receiving from the Graduate School, faculty advisor funding, other sources of funding

Important:

*Application Deadline for Fall Meetings:

- GSA by 10/1
- AGU by 11/15 - AGU requests can be preliminary, but the award amount will not be given until all final trip information (#5 above) is received by the Chair.

Spring and summer travel requests should also be made well in advance. As requests are submitted and reviewed, priority will be given to those who have submitted a comprehensive request demonstrating their need for funds as stated in the guidelines above.

These clarifications are in addition to the conditions set forth in the Kaufman bequest, which we repeat here for your information: The Kaufman Fund is a generous and much appreciated gift to our students. However, receipt of such support is a privilege and not a right. Unless it is carefully managed, it will be quickly drained leaving future students without its benefits. Please help us preserve this valued resource for as long as possible by first seeking support from other sources before applying to the Kaufman Fund.

For extenuating circumstances, please see the Department Chair.