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# The Harold M. Cave Graduate Travel Scholarship

Version:

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## Overview

In June 2014, a total of \$125,000 was endowed to a new account called the Harold M. Cave Graduate Travel Scholarship. The interest on this endowment will be used to support graduate student travel and expenses for the purpose of attending conferences, workshops, or fieldwork directly related to a student's field of study. Interest rates fluctuate so the value of the scholarship will be adjusted on a year-by-year basis; for example, a 4% annual rate of return would generate a \$5,000 scholarship for that year.

## Terms of Reference

Established by the estate of Harold M. Cave, B.A. 1925, M.A. 1926 and awarded on the basis of academic excellence to funding-eligible Master's or Ph.D. level students enrolled in the Department of Physics, Engineering Physics and Astronomy, in the School of Graduate Studies. The award will be used to support travel, conference, and field work expenses related to the student's research. Selection will be made by the Departmental Awards Committee (or equivalent). Applicants are to submit a letter of application to the Department of Physics, Engineering Physics & Astronomy by 28 February. Letters should be placed inside a sealed envelope and delivered to the Physics Department Manager on or before 28 February. Value: variable but usually in the range of \$5,000

## Guidelines

Graduate students should be made aware of this scholarship early in February and encouraged to submit a letter of application to the:

Harold M. Cave Graduate Travel Scholarship Committee

dated no later than February 28. Letters should be brought to the main office of the Physics Department in a sealed envelope.

1. Awarded to funding-eligible Master's or Ph.D. level students enrolled in the Department of Physics, Engineering Physics and Astronomy, in the School of Graduate Studies.
2. Recipients must be enrolled as regular full-time students in years 1 or 2 of a master's program or years 1

through 4 of a doctoral program.

3. Awarded on the basis of academic excellence.
4. Selection will be made by the Departmental Awards Committee (or equivalent). The Chair of the Selection Committee (in most instances, the Cave Fund Committee) will notify the School of Graduate Studies and the Physics Department Manager of their decision.

### **Stewardship**

1. The School of Graduate Studies will provide the name(s) of the recipient(s) to **David McLay**. At the donor's request, the School of Graduate Studies will provide the recipient's biographic information, which could include program, degree year and hometown if the recipient has provided written permission to do so.
2. Unless advised otherwise, the School of Graduate Studies will release the name and address of a designated contact person to whom letters of appreciation from recipients may be written. Currently, this contact is **David McLay**.
3. An annual fund report will be prepared by the Office of Advancement and will be provided to **David McLay**.

### **Amendment**

In the future, should circumstances change and cause the continuation of these Terms of Reference to be inappropriate or impractical, the Board of Trustees of Queen's University, after appropriate consultation, may determine other possible designations of the Fund consistent with the original purpose identified in Mr. Harold M. Cave's will.<sup>1</sup>

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<sup>1</sup> The estate will of Harold M. Cave stated: "c. All of the rest and residue of my estate both real and personal shall be turned over to Queen's University, to provide scholarships and a "Cave Memorial Lecture", to be given annually on such terms as the Queen's University may deem appropriate, in consultation with my executor."

