

# Graduate Student Professional Development Grant – Guidelines/Checklist/Signature\*

\*For Graduate Student Professional Development Grant funding only

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## RETURN THIS FORM TO YOUR INDIVIDUAL GRADUATE STUDENT ASSOCIATION (GSA)

### Graduate Student Professional Development Grant Guidelines

The Graduate Student Professional Development Grant (GSPDG) was established to encourage student participation in scholarly and creative activities that support academic progress and foster professional growth. The grant is competitive, and funds are subject to availability. Awards will be allocated by a grant committee appointed by the Vice Provost for Graduate Education.

### Student Eligibility (*Please see Eligible Expenses for more details.*)

Graduate students are eligible to apply for an award if the following conditions are met:

- The student is in good academic standing in a DU traditional, graduate, degree-granting program and within the time limit of his/her degree at the time of the activity. Sturm College of Law, University College, and non-traditional program students are not eligible.
- The student has been accepted to present, perform or compete at a significant conference or exhibition.
- The proposed research project or creative activity directly relates to and advances progress towards the student's degree.
- The student has received partial funding from his/her Graduate Student Association (GSA) in the prior academic quarter

### Award Priorities

- Travel to present, perform, or compete at professional academic conferences or venues is a first priority.
- Preference is given to students participating in conferences with the greatest impact on professional development and that provide the greatest opportunity for public dissemination.
- Priority is given to applicants who have not received grants in the current or previous academic year.

### Award Period

The Grant Committee will review applications fall, winter, and spring quarters. The grant is designed to provide reimbursement for expenses incurred in presentation of scholarly and creative work at professional conferences and for travel in connection with research for the thesis or dissertation. During each academic year, students may apply for reimbursement for expenses incurred between the spring and fall application deadlines.

### Application Deadlines

January 15 – for applications funded by GSA in fall quarter

April 1 - for applications funded by GSA in winter quarter

September 23 - for applications funded by GSA in spring or summer quarter

### Selection Criteria

Criteria for funding will include the clarity and coherence of the rationale for the project, the significance of the venue, the value of the project for the student's graduate school and career goals, the student's academic standing, and the relevance and reasonableness of the budget request for the activities proposed. If the number and amount of requests exceed available funding, priority will be given to students who have not received funding in the past.

### Eligible Expenses/Activities

Supported activities include the following:

- Presenting a paper or poster or serving on a panel or as a session chair at a professional conference.
- Performance or exhibition as required by the graduate program.
- The presentation or performance must be central to the student's graduate studies and serve to contribute directly to his or her degree.

- Competing at an academic competition in which participation is limited to students enrolled in graduate programs at nationally accredited higher education institutions.
- Students may receive reimbursement for the following: airfare, train/bus fare, car rental, fuel, conference registration fees, presentation materials, transfers between hotel and airport, and hotel room costs.

**Ineligible Expenses /Activities**

- Attending a conference without making a presentation or presentations unrelated to the graduate program.
- Travel associated with a course taken for academic credit.
- Insurance for rental car, meals, telephone charges, room service, valet, laundry services and movie rentals.
- Expenses that have not already been incurred or for which original receipts are not available.
- Tuition, fees or stipends.
- Normal living expenses such as rent, transportation child care, and utilities or personal emergencies.
- Books, photocopies or materials to prepare for program requirements (e.g., courses; oral, qualifying, or comprehensive exams; language preparation). Computers, computer equipment, cameras or camera equipment.

**Application Submission** – If eligible, submit pages 1 through 4 to your individual GSA. If you have questions, please email [gstbud@du.edu](mailto:gstbud@du.edu).

If you do not meet the eligibility requirements for Graduate Student Professional Development Grant, please **STOP HERE**. You do not need to complete this form.

**Requirements Checklist**

- Submit the following documentation. Incomplete applications will not be considered for funding:
  - Completed **GSA Application** (2 pgs.) and **Professional Development Grant Application** (2 pgs.). Please submit with all required signatures. Proxy and/or verbal signatures will not be accepted.
  - A copy of the program showing the participant’s name, or an official letter or e-mail confirming presentation at the conference.
  - All original, official, detailed receipts. Include only expenses for which you have receipts in your name or, if you reimbursed another individual, written confirmation from the individual that you incurred the expense. If you have any questions, please contact your GSA or the Office of Graduate Education. An original receipt must include: your name, a description of the expense, an amount, a date, and a method of payment. For receipts received electronically (e.g., an airline ticket), you must print an original version of the receipt. Photocopies of traditional or electronic receipts will not be valid and should not be included with you application. (see Grant Guidelines for allowed expenses)
  - An accounting of all other sources of funding (other than from your Graduate Student Association).
  - A current curriculum vitae or resume.
  - A one-page explanation of your goals for the conference and justification of expenses for which funding is requested.
  - A written statement of support for this request from Graduate Director or Thesis/dissertation advisor discussing the significance of the conference and how participation is directly relevant to the student's research or graduate studies.

**APPLICANT**

By signing below, I confirm that I have *read, understand, and agree* to all of the requirements and guidelines of the **Graduate Student Professional Development Grant**. I also confirm that I am requesting reimbursement for legitimate conference or research expenditures and I have not been reimbursed for them by any other means. I understand that submitting duplicate expenses is a violation of the honor code and will be reported.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Student ID # \_\_\_\_\_ Printed Name \_\_\_\_\_