



Graduate Student Association Professional Development Grant Application

Administered through the Graduate Students Scholarship Excellence Program

A. Applicant

Name:

Date of Application:

Department:

ID Number:

Degree Program:

Estimated Graduation Date:

Email:

Phone number:

Advisor Name:

Advisor email:

B. Professional Development Activity

If applying for multiple activities, number them separately; each activity will be reviewed independently.
For each activity, provide the following information:

Title of Activity:

Location (city, State/Country):

Date(s):

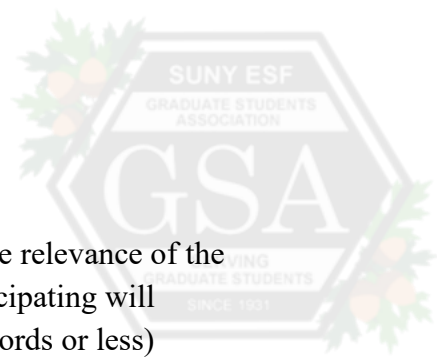
Institution(s)/Organization(s):

Website (if applicable):

If applicable: Have you been accepted at this time? Yes [] or No []

If **yes**, please provide documentation of acceptance.

If **no**, please submit documentation (to gsa@esf.edu) as soon as it becomes available.



C. Justification

Provide a *brief* overview of your activity including its purpose and explain the relevance of the activity to your current academic studies and/or research. Describe how participating will enhance your professional skills and support your future career goals. (650 words or less)



D. Budget

Provide a detailed, itemized budget outlining all anticipated expenses related to this activity. Refer to the example budget provided to ensure your budget follows the required format and includes all necessary information.

If your total activity cost exceeds the amount requested from this grant, please indicate how the remaining expenses will be covered (e.g., departmental funds, personal funds, or other sources).

If applying for multiple activities, include a separate budget table for each one.

Expenses	Source (link or screenshot)	Cost	Source of Funding
Ex: travel to workshop (SYR to NYC flight)	<p>Price Summary</p> <p>Flights SYR-JFK, Nov 26 6:01am JFK-SYR, Nov 28 10:59pm</p> <p>1 Non-Refundable Round-Trip Ticket (1 Adult) \$205.92</p> <p>Fare restrictions</p> <p>Taxes & Fees \$46.04</p> <p>Total: \$251.96 View in another currency</p>	\$251.96	Personal funding
Ex: hotel stay (2 nights)	<p>Your Reservation</p> <p>Room Selections: Single Private w/ Shared Bathroom (x1) Adults: 1 Children: 0</p> <p>Arrival Date: 11/26/2025</p> <p>Departure Date: 11/28/2025</p> <p>Room Nights: 2</p> <p>Room Total: USD 278.00 Extra Adults (x0): USD 0.00 Extra Child(ren) (x0): USD 0.00</p> <p>Total Taxes: USD 7.00</p> <p>Grand Total: USD 285.00</p>	\$285	External funding
Ex: workshop textbook materials	https://www.barnesandnobleinc.com/	\$50	GSA PD Grant
Ex: workshop registration	[link to workshop fees webpage]	\$150	GSA PD Grant
	Total	\$736.96	
	Funding Request	\$200	



E. Previous Funding

If there are more applicants than there are funds, priority will be given to students who are not funded through Assistantships (RA or GA), and/or have not previously been awarded GSA grants.

Are you currently funded as a GA/RA?

Have you been funded as a GA/RA in previous semesters?

If yes, how many semesters?

Have you been awarded a GSA PD grant previously?

If yes, how many?

F. Signatures

By signing this document, I agree to all terms and conditions of the Graduate Student Association Travel Grant Program as outlined in the Travel Grant Guidelines.

Student Signature:

Date:

Advisor Signature:

Date: