

SUNY College of Environmental Science and Forestry (SUNY ESF)  
Graduate Student Association (GSA) Senate  
**Professional Development Training Grant Fall 2022-2023**



### **Purpose**

The GSA Professional Development Training Grant supports ESF graduate students who attend trainings, skill-based workshops, and/or join organizations that improve their professional skills or facilitate their transition into future careers. For more information on eligible activities see the “Eligible Activities” section below.

### **Availability of Funds**

The GSA has funds available for Professional Development Grants for the 2022-2023 academic period. Students can apply for funding for professional development activities **that takes/took place between September 1<sup>st</sup> 2022 to April 30<sup>th</sup>, 2023**. Acceptances or registrations for these workshops must be done within current fall semester timeline.

**The deadline for applications is December 15<sup>th</sup>, 2022.** If however, the registration/acceptance letters arrive at a later date, then candidates are requested to submit their applications within the given timeframe for consideration by the PD committee, following by the supplementation of the remaining documents at the earliest possible date of reception. The said scenario must be succinctly specified in your application. The association guarantees that no bias will be held on grounds of incomplete application while evaluation, however this only pertains to acceptance/registration documents and nothing else in the application. The other documents must be proof-read by the candidates prior to submission.

There is no maximum or minimum amount that a student can request in their application. The GSA funds will be distributed across multiple applicants, and some applications may only be partially funded depending on the number of submissions received.

Please only submit one application per person, but you may list more than one activity on your application.

*Note: Applicants are also encouraged to look for other professional development funding sources, such as the GSEU Professional Development Program, or reach out to ESF Career Services and/or Graduate School for assistance.*

### **Due Dates**

**December 15th, 2022**

### **Eligible Activities**

Professional Development Training Grants can cover costs associated with training workshops and skill-based courses. These costs may include registration fees, tuition, testing fees, and books/technology associated with the professional development activity. Training workshops and skill-based courses within conferences are eligible for this grant.

Grant funds may also be used for membership fees for professional organizations, if you can explain how you benefit professionally from the membership.

**This grant *cannot be used* for expenses related to research, presenting at conferences, or attending meetings. Costs of the training and/or fees associated with it are eligible** but must be within the aforementioned timeframe.

If you have questions about eligibility email GSA ([gsa.esf@gmail.com](mailto:gsa.esf@gmail.com)) and/or attend the upcoming information sessions (times and zoom link for the information sessions will be announced through the Grad Student email listserv and social media pages).

### **Student Eligibility**

The Professional Development Grant is open to all students who are enrolled in a graduate program at ESF..

### **Proposal Preparation**

Please refer to the document titled “Professional Development Training Grant Application” for requirements regarding application submission, formatting, and contents. *Applications not meeting the requirements for submission, formatting, or content will be considered non-compliant and will be removed from the review process.*

**Submission:** Submit completed applications to [gsa.esf@gmail.com](mailto:gsa.esf@gmail.com)

### **Selection Process**

All applications will be reviewed by GSA members in the Professional Development Committee shortly after the submission deadline. Identifying information (name, degree, advisor, department) will be removed from the application before being reviewed. Applications will first be reviewed for completeness, then if there are more applications than there are funds available, applications will be ranked based on the merits of their proposal and their assistantship funding status. Priority will go to students with the strongest applications and who are not funded on assistantships.

### **Reimbursement**

Once an application is selected for funding, the Professional Development Committee will determine the amount of funding based on the budget included in the application. The award amount may be adjusted based on available funds, and items not in compliance with GSA requirements will be removed from the award. The Professional Development Training Grant is administered through reimbursements. Recipients should submit receipts representing the total cost of GSA-funded costs to the GSA Professional Development Committee for reimbursement.

Recipients should submit their final report and receipts as soon as possible (ideally within 2 weeks after their activity is completed) to expedite the refund process. *Awards not claimed by July 31<sup>st</sup> will be forfeited.*

## Final report

Each recipient **must** submit a final report electronically to [gsa.esf@gmail.com](mailto:gsa.esf@gmail.com)/[apaul05@syr.edu](mailto:apaul05@syr.edu) with their reimbursement request. *Refund requests lacking a final report will not be processed.* The final report should include:

- A cover-page
- A brief description of the professional development activity, outlining the outcome of the activity (1 paragraph). If you were funded for multiple activities, please write a description for each one.
- A brief statement about how you will be benefited professionally from this activity (1 paragraph). If you were funded for multiple activities, please write a statement for each one.
- A copy of the course/training certificate if granted, otherwise an explanation of why this course did not offer a certificate.
- A complete tabulated budget report (using example budget) for the actual cost of the project including:
  - how GSA money was spent;
  - other sources of funding that were utilized
  - how much out of pocket expenses were incurred

**Failure to provide proof of training grant expenditure documentation and the final report can result in (but is not limited to) a ban from all future GSA grants. Reimbursements may take 4-6 weeks depending on the Business Office located in Bray Hall.**

### Professional Development Committee 2022-2023

Contact Information	
<b>GSA Vice President of Professional Development</b>	
Anindita Paul	apaul05@syr.edu
<b>GSA Professional Development Committee Members</b>	
Other – GSA representative	gsa.esf@gmail.com