

ESF GRADUATE STUDENT ASSOCIATION PROFESSIONAL DEVELOPMENT GRANT



*Administered through the Graduate Students
Scholarship Excellence Program*

Purpose

The GSA Professional Development Training Grant supports ESF graduate students who attend training, 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 apportioned funds from the student activity fees collected in order to provide Professional Development Grants. Students can apply for funding for professional development activities each semester as follows: For fall grant applications, the cycle covers work that will take place between September 1 and February 28/29 of the applicable academic year and for spring grant applications, the cycle covers work that will take/took place between March 1 and August 31 of the applicable academic year. This includes acceptances for any workshops, seminars or conferences for which the student is applying.

Students can request up to \$600 for each grant cycle. Students may submit only one application per grant cycle. Costs incurred for any training, workshop and/or fees associated with skill- building are eligible, but must be incurred within the aforementioned time frame.

Deadlines

The deadline for applications will be announced with the call for applications. Deadlines are firm and will not be extended. If, however, the registration/acceptance letters arrive at a later date, then candidates may still submit applications within the given time frame for consideration by the Grants and Awards Committee. The applicant must note clearly in the application that they are awaiting the registration/acceptance letters and the Grants and Awards Committee will determine whether the application will be accepted for further consideration.

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.

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.

This grant *cannot be used* for expenses related to research, presenting at conferences, or attending meetings to present original research. You are encouraged to apply for a travel or research grant.

If you have questions about eligibility, email the Graduate Student Association at gsa@esf.edu.

Student Eligibility

The Professional Development Grant is open to all MS, MPA and PhD students who are enrolled at ESF. You must be enrolled in at least one credit in the semester in which you are applying. Graduates (alumni) are not eligible for grants administered by the GSA.

Proposal Preparation and Submission

Please refer to the document titled “Professional Development 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 disqualified*

Submission: Submit completed applications to gsa@esf.edu. Please include in the subject, the words ‘**Grant Application**’ followed by the type of grant application, semester and name of applicant. For example Grant Application: Professional Development_F24_Jon Doe Rae. This will ensure your application does not get overlooked.

Selection Process

All applications will be reviewed by a committee formed by GSA Senate members shortly after the submission deadline. Identifying information (name, degree, advisor, department) will be removed from the application before being reviewed by the committee. Applications will first be reviewed for completeness by the Chairperson for Grants & Awards. Priority will go to students with the strongest applications and who are not funded on assistantships.

Students will be notified of their awards at least one week prior to the beginning of the Spring Semester following the application cycle.

Reimbursement

Once an application is selected for funding, the Grants & Awards 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 Grant is administered through reimbursements meaning that the student will incur costs prior to receiving the awarded funds. Grant awardees **must** submit receipts for any items to be reimbursed along with a signed copy of the GSA Reimbursement Form to trigger the reimbursement process.

Recipients should submit their final report, receipts and other relevant documentation, and a completed

Reimbursement Form by the stipulated deadline in order to claim their award. At least two notifications will be sent to awardees with outstanding reports and unclaimed funds. **If the award is not claimed by the deadline for submission of reports will be forfeited.**

Final report

Each recipient **must** submit a final report electronically to **gsa@esf.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 benefit 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 will result in funds being withheld.