

Application for Graduate Student Professional Development Funding

Graduate students can apply for funds to support their professional development. One time per academic year, funding can assist with professional conferences (registration, travel, and food [not alcohol]) or research (e.g., travel, data collection, incentives).

Graduate Student Instructions:

1. At least 10 business days in advance of planned activity/travel, complete the appropriate graduate student section(s) of this form (page 2).
2. Submit your intent for reimbursement by emailing your completed section of this form to Brenda Joy, Senior Administrative Secretary, at bljoy@bgsu.edu.
3. Receive confirmation from Brenda that your request was received and if funding will be awarded.
4. Pay out-of-pocket for expenses.
5. **Keep all your receipts and track your mileage** (if applicable).
6. **Within 30 days upon completion**, work with Brenda (in ED 310G) on entering your expenses and receipts into the Chrome River system for reimbursement.
7. Be mindful that there will be a deadline set for near the end of the semester for entering Chrome River for reimbursement. You will be notified of that date, but it is **imperative you have your request submitted by that deadline** or you cannot be reimbursed.

Graduate Student Section for Conferences

Name: _____ BGSU ID Number: _____

Program: _____ Phone: (____) _____ - _____

BGSU email: _____@bgsu.edu Full-time student: Yes No.

Conference Name: _____

Conference Location (city, state, or country): _____

Conference Dates: _____ Conference Registration Fee: \$ _____

Funding potential is based on the location of the conference and your role there.

Which role and location are applicable for this application?		Regional or State	National or International
_____	Attendee	\$175	\$250
_____	Presenter	\$225	\$300

Budget Justification

Attach a written justification and an explanation of the proposed expenses (travel, registration, lodging, food, etc.). Also, identify any other funding sources you have applied for or received (GSS, grant, etc.).

NOTE: Mileage is reimbursed at the IRS standard mileage rate (see <https://www.irs.gov/tax-professionals/standard-mileage-rates>)

Graduate Student Section for Research Purposes

Name: _____ BGSU ID Number: _____

Program: _____ Phone: (____) _____ - _____

Local Mailing Address: _____

BGSU email: _____@bgsu.edu Currently registered for ____ credit hours

Full-time student: Yes No.

Research Purpose & Budget (list items and associated costs per item):

Research Dates: _____

SCHELF Approval Section

School Review:

Approved for _____ (student name)

Not approved; rationale _____

By:

Printed Name: _____

Signature: _____

Date: _____

SCHELF Administrative Section

Travel Budget:

Use attachment if additional space is needed.

Conference & Location: _____

Purposes: _____

Costs: _____

Other/Comments: _____

TOTAL REQUESTED: \$ _____