

Professional Development Award

Application Form Overview

Many professional development opportunities exist beyond the university to help graduate students build core competencies and transferrable skills. The Graduate School invites students to apply for funding through the Professional Development Award to help cover costs for qualifying training, resources, and activities that contribute to professional skills development.

In the online application form, be prepared to provide the following information:

1. Does the proposed professional development activity/opportunity enhance your degree program, but is not a requirement of it?
2. Are you enrolled in a master's or doctoral degree program, with a minimum registration of three graduate credits during the term of the proposed activity/opportunity?
3. Are you making satisfactory academic progress as determined by your graduate program?
4. Nominee
 - a. First name
 - b. Last name
 - c. Student ID
 - d. OSU email
 - e. degree type
 - f. College
 - g. Program
5. Nominator
 - a. First name
 - b. Last name
 - c. OSU email
 - d. Title
6. What is the professional development opportunity you are requesting funding for?
7. Which Grad Advantage core competency does the requested professional development activity/opportunity address? Check all that apply.
 - a. Justice, Equity, Diversity and Inclusion
 - b. Mentoring, Facilitation and Teaching
 - c. Writing and Communication
 - d. Leadership, Management and Professional Development
 - e. Interpretation and Use of Research
8. How much are you requesting in funding from the Graduate School? Please keep in mind graduate students are invited to submit proposals for reimbursement of up to \$500.
9. A detailed statement from the student describing (a) the importance of the opportunity relative to their academic field of study, (b) how the proposed activity contributes to their academic and professional goals, and (c) how the opportunity will support them in addressing one or more of the core competencies of OSU Grad Advantage. Students are encouraged to complete the OSU Grad Advantage Self-Assessment Tool to assist in responding to part (c). 1-2 page(s) maximum.
10. Letter of support from the student's major professor, department head, program director, or unit head/chair that confirms (a) the student is making satisfactory academic progress, (b) that the proposed opportunity is not part of, or required by, the degree program, and (c) that the opportunity will complement the degree program and contribute to the student's professional preparedness; 1 page maximum.

11. Proof of proposed reimbursement request costs (i.e. link to conference registration, screenshot of receipt, invoice, or proof of payment).
12. Copy of nominee's résumé/CV

**The information on this handout is subject to change at any time. Please review the award page and nomination form for the most current award information/requirements. All nominations must be submitted electronically through Qualtrics*