

Professional Development Award

Nomination Form Overview 2019-2020

Graduate students are invited to submit proposals for reimbursement of up to \$250 for qualifying training, resources, and activities that contribute to professional skills development and that complement the degree program, but are not normally available or required as a part of it.

In the online nomination 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. First name
5. Last name
6. OSU ID (ex. 111222333, do not include dashes)
7. Email address
8. Degree type
9. College
10. Program
11. First name of nominator
12. Last name of nominator
13. Nominator email
14. Nominator title
15. 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 \$250.
16. **Request Materials** - Requesters will be required to prepare the following materials as **one PDF document** and upload it to the nomination form:
 - a. A statement summarizing how the proposed professional development or training enrichment activity relates to the degree program; 500 words maximum
 - b. Proof of proposed professional development opportunity with costs, i.e. link to conference registration, receipt, etc.
 - c. Letter of support from the major professor that addresses the student's academic progress, how the proposed activity will complement the degree program and contribute to the student's professional preparedness. The applicant is responsible for obtaining this letter and uploading it to the application.

*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.