Professional Development Award

Request Form Overview 2020-2021

Graduate students are invited to submit proposals for reimbursement for qualifying trainings, resources, and activities that contribute to professional skills development. The professional development opportunity should complement the degree program but should not normally be available from or required by the program.

In the online request 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. Your first name
5. Your last name
6. Your OSU ID
7. Your OSU email address
8. Your degree type
9. Your college
10. Your program
11. Nominator first name
12. Nominator last name
13. Nominator OSU email
14. Nominator title/position at OSU
15. What is the professional development opportunity you are requesting funds for?
16. 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.

17. Request Materials – students will be required to prepare the following materials as one PDF document and upload it to the request form:
   a. A statement from the student summarizing how the proposed professional development or training enrichment activity contributes to their academic and professional goals, relates to their degree program, and will support them in their graduate studies; 500 words maximum.
   b. 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.
   c. Proof of proposed activity with costs, i.e. link to conference registration, screenshot of receipt or proof of payment.

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