



EMORY

---

L A N E Y  
G R A D U A T E  
S C H O O L

**Laney Graduate School**

**Professional Development Support Handbook**

**2018-2019**

## Table of Contents

p.1	General Reminders
p.4	2018-19 Calendar
p.6	Introduction to PDS
p.8	Conference Submissions
p.12	Training Submissions
p.17	Research Submissions
p.21	General Information and FAQ
p.26	Appendix A

**NOTE: All students who participate in international travel for training and research must register with ISOS. If you find yourself in an emergency, which includes being a victim of a crime, you should immediately contact ISOS for assistance. Please be aware, however, that ISOS is not travel insurance and neither ISOS nor PDS will reimburse you for personal property that is affected by any travel conditions or incidents.**

## **FOR GDBBS AND BME STUDENTS ONLY:**

Beginning with the 2017-18 academic year all **BME (Emory Lab Only)** and **GDBBS** students have a total of 2500\$ lifetime for PDS funds. New to this year is the ability to apply these funds to non-competitive training and research for the first time. Additionally, students may still use the funds for conference travel within the yearly limits. To give one example, if you use all your 2500\$ on training and/ or research, you will not have any money for conference, and vice versa. You can also split the difference, using some for conference and some for research and/or training. Those who have already received PDS funds prior to this year will have those funds counted against this 2500\$ lifetime limit. For example, if you already have used 1500\$, you have 1000\$ remaining.

In short, students have 2500\$ total during their graduate career to use to apply to the PDS funding area of their choice in any combination they choose.

## **NEW FOR 2018-19 and KEY REMINDERS**

- 1. All students (except GDBBS and BME) have a hard cap of 8,000\$ on lifetime research and training funding in any combination of competitive or non-competitive. No exceptions will be made to this policy.**
- 2. If your application has an error in it, the application will be disapproved. We will not accept corrections outside of the PDS system anymore. You may apply for the next cycle if you are eligible. This places extra importance on you applying early. Even if you think you may be going to any PDS eligible activity: apply. You can always decline the money later.**
- 3. You must pro-rate 800\$ a month of your stipend to support room and board for Training and Research. Please place all total costs in the PDS form and then subtract your pro-rated amount. *You must contribute to room and board only.* For instance, if you just ask for a plane ticket, you do not need to contribute.**
- 4. All money is released directly to the student. PDS will not pay labs, the student's PI, or any other advisor. The student's program releases the funds to the student, not the Laney Graduate School. Please check with your program about the release of your funds.**
- 5. Please remember this is money you are *eligible* for provided by generous donations to the Laney Graduate School. You are not entitled to any PDS money.**

## Professional Development Support Funds

### 2018-2019 Calendar

*Updated June 19, 2018*

**Student Responsibility:** It is the student’s responsibility to coordinate external deadlines with the PDS deadlines. Please pay close attention to the deadline dates, notification dates, and Payment Schedule when preparing your application. We do not require that students be accepted into conferences, training, or research archives before submitting a request for funding.

Type of Award	Application Due Dates	Notification Dates
---------------	-----------------------	--------------------

<b>Conference Participation</b>	<b>September 15</b>	October 1
	<b>October 15</b>	October 31
	<b>November 15</b>	November 30
	<b>December 15</b>	January 8
	<b>January 15</b>	February 1
	<b>February 15</b>	March 1
	<b>March 15</b>	March 29
	<b>April 15</b>	April 30
	<b>May 15</b>	May 31
	<b>June 15</b>	July 1

<b>Training and Research</b> <b>Non-competitive review</b>  *requires a longer turnaround time because of commencement.	<b>September 28th</b>	October 15
	<b>December 17</b>	January 15
	<b>February 26</b>	March 14
	<b>March 18</b>	April 3
	<b>April 27</b>	<b>*May 21</b>

<b>Training and Research</b> <b>Competitive review</b>	<b>October 30</b>	December 3
	<b>January 29</b>	March 7
	<b>April 5</b>	May 8

## I. Introduction

### A. What are PDS funds?

Professional Development Support (PDS) are funds designated for Laney's PhD graduate students. The funds are allocated in three separate categories: **Training, Research, and Conference**. PDS funds are important on two, broadly speaking, fronts. PDS funds:

- 1.) Help students prepare to apply for funding from external agencies and
- 2.) Help students acquire training pertinent to their degree **not** offered at Emory, conduct research for their dissertations and research projects, and network and present at conferences.

All Laney Graduate Students are eligible for PDS, **but the funds are not guaranteed**. These funds, and the system of application, are designed to train students to apply for grants, fellowships, and the like, both inside and outside Emory.

### B. How do I apply for PDS funds?

1. To apply for PDS funds your application is submitted online through the **PDS webpage** [http://www.gs.emory.edu/professional\\_development/pds\\_funds/index.html](http://www.gs.emory.edu/professional_development/pds_funds/index.html). The online form requires that you upload several items -- generally, supporting documentation and a signature page.
2. For the signature page you will need to print it and get signatures as required. For your supporting documentation you will need to scan the appropriate items and produce the appropriate PDFs. One PDF will be required for each budget item in the online form except for the daily expenses.
3. Documents for upload should be 5MB or less per document.
4. Go to the appropriate online application form on the **PDS webpage** [http://www.gs.emory.edu/professional\\_development/pds\\_funds/index.html](http://www.gs.emory.edu/professional_development/pds_funds/index.html). Complete the form, attach the documents, and submit. If you do not attach the appropriate documents, the application will not allow you to complete.
5. You will receive a confirmation email from the PDS system.
6. The system still requires paper and scanning. But it eliminates much data entry on our end, and it generates lasting, electronic records of complete applications for you, for your program, and for us.
7. With this in mind, **please read and studiously refer** to the guide below.



**C. What things should I consider before I apply?**

1. You must be in good standing with the LGS.
2. You must follow the monetary guidelines discussed below in Appendix A: Professional Development Support Funds Expenses and Budget Guidelines.
3. You must have the support of your advisor and DGS, and follow any program policies that govern PDS applications in your program.
4. You must use the funds for the stated intent. Failure to do so requires repayment of the funds to the LGS.
5. You must apply during the proper time frame which is before the intended conference, training and/or research is to take place.
6. All of the above requires careful planning on your part, much like an outside grant request.

## II. Conference

Conference participation is an important part of a student's development as a professional scholar. Participation takes many forms, including presentation of papers or posters, commenting on the work of others, or participation in panel discussions. In some disciplines, it is important for students to attend conferences even if they are not part of the conference program.

Conference participation support is subject to both annual and career limits. Any form of conference participation may be funded, subject to consent of the DGS and Advisor, and approval from the Laney Graduate School. Students are advised to keep the career limit in mind when making decisions about conference participation. For instance, be mindful of not using all your conference funds early in your career as a Laney graduate student at the expense of funds you may need later when you approach the job market.

All applications for conference support will be reviewed by the Laney Graduate School to ensure that the student is eligible and that the budget is within guidelines.

### A. Eligibility

1. Students must be enrolled in an eligible Emory doctoral program at the time of the conference.
2. Students must be in good standing at the time of the application, in the LGS as well as in their programs.
3. Students may not have more than one incomplete at the time of application.
4. Students must have submitted reports on all previous completed PDS awards.
5. Students must meet any program requirements when applicable.

### B. Support

1. Any conference participation is eligible, including presentation of papers or posters, commenting, panel discussions, and simply attending. The DGS and the student's advisor determine whether a conference has scholarly merit, and whether the form of the student's participation is appropriate.
2. Support is limited to travel to the conference site, conference registration, lodging costs and daily expenses. More information is in the Professional Development Support Funds Expenses and Budget Guidelines document (**Appendix A, below**).

3. Conference travel must be approved before the conference. The last conference deadline of the academic year is in June, so if you need to apply for a conference, be sure to submit your application by this date for the summer.

### C. Review

1. Applications are due on or around the 15th of each month (excluding the months of July and August), and will be considered within two weeks. For precise dates, consult the PDS Calendar, available on the LGS PDS website and at the front of this document.
2. Students submit the complete application form signed and reviewed by your Advisor that follows your program's procedures.
3. Students who receive awards must submit to your program administrator a brief report within 30 days after the conference participation.

### D. How much conference funding am I eligible for?

1. For conferences you are eligible for **lifetime limit** of 2500\$. There is no competitive conference funding.
  - a. If you are **NOT** in candidacy you have a yearly limit of 650\$ for domestic conferences, or a yearly limit of 1000\$ for international conferences. The maximum in any given year is 1000\$.
  - b. If you are in candidacy, you have a yearly limit of 1000\$, domestic or international.
  - c. The PDS year runs from September to June.
  - d. These limits are set; we do not grant exemptions to these limits.

### E. What does each conference application require?

1. Documentation of the conference in question, regardless of whether you are presenting at the conference or not. Please do not submit the whole conference program, but just evidence of the conference dates, location, and, if applicable, your involvement in it.
2. Supporting documentation for any requested costs, which in most cases, is printed from the web. This includes documentation for any line item you fill out on the application i.e. mileage for driving, plane fare, conference fees (excluding membership dues), and lodging costs. **For more information see Appendix A below.**

3. Explanation of any shared costs, including, but not limited to, lodging fares and rental cars. This includes reference to your friends who may be also applying for the same costs at the same time.
4. The **worksheet for PDS lodging**, available on the PDS website, under forms.
5. Signatures from you and your advisor on the signature page and any other signatures required by your program.
6. Any other internal program requirements must be met. These are dependent on your program. Check with your PDS contact in your program office for any clarification.

#### **F. How should I pre-plan for conference?**

1. All conference requests should be applied for **before** your conference. This requires planning on your part.
2. It is best practice to apply as soon as you know you will be attending the conference. It is ideal to apply at least two cycles ahead of your conference. Conference applications that are incomplete, e.g. lacking documentation or signatures will be denied. If this happens, it is best to have time to correct it and resubmit before your conference. **The notification date is what is important here. The notification date should fall before your conference.** This date is found on the PDS calendar.
3. It is your responsibility to supply the proper documents. The LGS will not track you down to inquire about missing items or signatures.
4. You have a one month grace period after your conference to apply for PDS conference funds. After this one month grace period, retroactive conference applications will not be considered.
5. If you apply for a conference during the post-one month deadline, and your application is denied, you will NOT be able to reapply for the next deadline. This is why you should apply as early as you can.

#### **G. What happens if I am awarded funds?**

1. Once conference funds are granted, reimbursement takes place **at the student's graduate program level** after you return from the conference.
2. You will turn in all your receipts, including your per diem expenses to your designated program administrative member who processed PDS.
3. This administrator will then process your reimbursement through the Compass system.

4. The speed with which you receive your reimbursement depends on the policy and procedures of your program. Your claim passes through many levels of Emory's financial system all of which have to approve it.
5. Once this is complete you and your administrator sign off on the PDS Conference report within 30 days of your conference
6. Your administrator will then enter the report data into the PDS system.

### III. Training

Funding for supplemental training is intended to support instruction that is essential for student's research progress towards their degree and **is not available at Emory**. Research progress does not entail teacher training.

There is no limit on the number of times a student may receive supplementary training support. However, once the student's cumulative awards (i.e. past training awards plus the current request) for support exceed the non-competitive limit of 2500\$, the student must apply for competitive review.

Competitive applications are judged by a multi-disciplinary faculty committee. Awards are based on the training's contribution toward the student's progress, the student's use of previous PDS and external funding, as well as efforts to find external support for the current proposal. The competitive process is highly competitive and only a select number of applications will be funded. If funded, it is extremely unusual for a student's cumulative research and training support to exceed \$8,000 in total.

All applications for supplementary training support will be reviewed by the Laney Graduate School to be sure that the student is eligible and that the budget is not excessive.

#### A. Eligibility

1. Students must be enrolled in an eligible Emory doctoral program for the duration of the training.
2. Students must be in good standing at the time of the application both in the graduate school and their program, as well as during the award period.
3. Students may not have more than one incomplete at the time of application.
4. Students must have submitted reports on all previous completed PDS awards.
5. Applications for awards that require competitive review must include copies of the reports on all previous training and research awards. These reports will be considered by the review committee.

#### B. Support

1. Specific forms of professional training not available at Emory. In general, an event is eligible for PDS training support when it
  - a. involves acquiring a skill or method – examples include language proficiency, statistical methods, laboratory techniques, interview procedures, etc.; and
  - b. is advertised as a training involving faculty, tuition and a specific learning goal.

2. An event is not eligible for PDS training support just because it is called a “workshop” or “seminar”; if it is focused on a narrow subject-matter; or it involves presentations of work in progress.
3. If you have doubts about a particular event, please ask before you submit your application. Send information and your question to Dr. James Hughes ([jlhughe@emory.edu](mailto:jlhughe@emory.edu)).
4. Eligible expenses include tuition and transportation. Where the training takes place away from Emory and the student is not receiving stipend support, limited living expenses for the duration of the training are available. **If a student receives a graduate school stipend during period of training, support will not be granted for living expenses at the student’s primary residence. More information is in the Expenses and Budget Guidelines document (Appendix A below).**
5. Acquisition of languages not taught at Emory, or language training in a depth or character not available at Emory, when such training is essential to the applicant’s dissertation research is eligible. This includes both tutoring and formal classes.
6. Students are expected to make full use of available resources available at Emory before turning to PDS funds. These resources include summer classes oriented towards reading comprehension as well as the Structured Independent Language Study (SILS) program available through the Emory College Language Center.
7. PDS funds do not typically support language classes needed to pass program language requirements. Classes for this purpose are routinely available at Emory.
8. Students seeking advanced or accelerated experiences must demonstrate that they have taken full advantage of Emory resources. While accelerated learning is an acceptable justification for PDS support of language training, such programs do not replace Emory resources. For example, taking an accelerated French program during the summer does not supersede the available French classes at Emory in the fall and spring.

### C. Review

1. Students submit complete application to the Laney Graduate School for review and approval.
2. A student may receive several awards, totaling less than \$2,500, without submitting an application to competitive faculty review.
3. Once a student’s cumulative research support – past support plus current request – exceeds \$2,500, the student must apply for competitive review.
4. Competitive review considers the amount of previous PDS research and training funding. The review committee expects that previous projects will put the student in a better position to complete the proposed project. In addition, the review committee expects students to have made diligent and

exhaustive efforts to find external funding sources. Only a select number of proposals are awarded under the PDS competitive category.

6. Successful proposals, both competitive and non-competitive, are clearly written for an interdisciplinary audience. **Explain the significance of your proposal without use of jargon or technicality.** Make sure that your budget and project timeline are explicitly related; members of the committee should have no difficulty determining when different parts of the project will be carried out. Applicants are strongly urged to participate in the Grant Writing Program (for more information, visit [www.gs.emory.edu/sites/grantwriting](http://www.gs.emory.edu/sites/grantwriting)).

7. Applications for funds intended to support significant components of dissertation research, including preliminary research, are expected to document that the student has pursued, and is pursuing, external grant funding. This documentation will typically include cover letters or pages from grant applications that were awarded, denied, or are pending review. Favorable consideration will be given to student requests that demonstrate a persistent effort to identify and apply for external funding.

8. **Applications for retroactive support are not approved.** Apply for training support in advance of your proposed training.

9. Students who receive awards must submit a written report to their program on the use of the awarded funds, including a brief narrative of the research, within 30 days of the completion of the research. These reports will be uploaded to the online PDS application site by the designated program administrator.

#### **D. How much training money am I eligible for?**

1. For training you have a lifetime non-competitive review of **2500\$**.

a. This limit can be applied for all at one time; there is not a set yearly limit.

b. Once you have reached your non-competitive training limit of 2500\$, you must apply for the competitive pool.

c. You must apply for the competitive pool, even if part of your request uses non-competitive funds. For example, let's say you are eligible for 1000\$ left in non-competitive funds and you apply for 2000\$, you still must apply for competitive since your lifetime limit will exceed the 2500\$ non-competitive limit.

d. These non-competitive limits are set; we do not grant exemptions to these limits.

**IMPORTANT NOTE: If your lifetime awarded combination of competitive and non-competitive training and/or research funds requests exceed 5000\$ then you must apply to the competitive pool. This applies to all circumstances. For any request that goes over the 5000\$ cumulative lifetime total in any combination, you **must** apply for competitive. Failure to take this into account will result in a denied application.**



### E. What does each training application require?

1. A thorough proposal of the training you intend to acquire. Examples of proposals can be found on the PDS webpage. Please see the signature page for questions **you must** address. A proposal for a competitive application is longer.
2. Supporting documentation for any requested costs, which in most cases, is printed from the web. This includes documentation for any line item you fill out on the application as it pertains to your training request. **For more information see Appendix A below.**
3. Signatures from you and your advisor on the signature page and any other signatures your program requires. Signature pages are found on the PDS webpage.
4. Any other internal program requirements must be met. These are dependent on your program. Check with your PDS contact in your home office for any clarification.
5. A letter of support from your advisor and your latest CV for **competitive applications only**. This letter is emailed directly to James Hughes at [jlhughe@emory.edu](mailto:jlhughe@emory.edu)
6. All previous complete training and research reports must be uploaded for **competitive applications only**.
7. **For international travel only:** The international travel waiver must be completed and signed. This form can be found on the PDS website under the “forms” button.

### F. How should I pre-plan for training?

1. All training, both competitive and non-competitive, should be applied for **BEFORE** you intend to carry out your training and research. Training which is applied for retroactively will not be considered. There are no exceptions to this.
2. With this in mind, it is ideal for you to apply at least two cycles ahead of your intended timeframe to carry out your training. That way, if the outcome is a requested resubmission, you will have time to resubmit it before the next deadline. Reapplications will not be considered if the next **notification deadline** is after your proposed training and research. Notifications deadlines can be found in the PDS calendar found on the PDS webpage and at the front of this document.
3. Any incomplete application will be denied. This includes, but is not limited to, lack of signatures and improper or incomplete supporting documents or an incomplete proposal.

**G. What happens if I am awarded funds?**

1. Once training funds are granted, the funds are released to you by your program. The LGS encourages the programs to release the funds to you immediately, but they are not required to do so.
2. Keep all your receipts from your training expenses. Consult with your program on their procedures in dealing with these receipts.
3. Prepare your written report on your training immediately after you complete your training.
4. Along with your program administrator, prepare and sign your report.
5. The report is then uploaded to the online PDS application system within 30 days by the designated program administrator.

## IV. Research

Research is an integral and necessary part of doctoral education. All students receive stipends for living expenses, and these stipends support the ordinary costs of making progress toward your degree. However, some students face extraordinary costs of research. For example, they must travel to archives or research sites, they must administer surveys, or they must provide payment incentives for research participants. The Laney Graduate School makes funds available to support these costs of research.

There is no limit on the number of times a student may receive research support. However, once the student's cumulative requests (i.e. past research awards plus the current request) for research support exceed \$2,500; the student's application will be reviewed by a faculty committee

Competitive applications are judged by a multi-disciplinary faculty committee. Awards are based on the intellectual merit of the proposed research, the student's progress toward the degree, the student's use of previous PDS and external funding, as well as efforts to find external support for the current project. The competitive process is highly competitive and only a select number of applications will be funded. If funded, it is extremely unusual for a student's cumulative research and training support to exceed \$8,000 in total.

All applications for research support will be reviewed by the Laney Graduate School to be sure that the student is eligible and that the budget is not excessive.

### A. Eligibility

1. Students must be enrolled in an eligible Emory doctoral program for the duration of the research.
2. Students must be in good standing at the time of the application, in the LGS and program, as well as during the award period.
3. Students may only have one incomplete at the time of application.
4. Students must have submitted reports on all previous completed PDS awards.
5. Applications for awards that require competitive review must include copies of the reports on all previous training and research awards. These reports will be considered by the review committee.

### B. Support

1. Funds are intended to support travel and other direct expenses associated with accessing, acquiring and/or collecting data and/or scholarly resources not available at Emory. Included are domestic or international fieldwork, interviews, surveys, site visits, and archival research, to name just a few examples.

2. Support can include reasonable living expenses for the duration of the research. While a student receives a graduate school stipend, support will not be granted for living expenses at the student's primary residence. Please refer to the Expenses and Budget Guidelines document ([Appendix A below](#)).
3. Students may apply for and receive multiple awards.
4. Support is available for research that is essential to a student's progress towards his or her degree.

### C. Review

1. Students submit complete application to the Laney Graduate School for review and approval.
2. A student may receive several awards, totaling less than \$2,500, without submitting an application to competitive faculty review.
3. Once a student's cumulative research support – past support plus current request – exceeds \$2,500, all applications are subject to competitive review.
4. Competitive review considers the amount of previous PDS research and training funding. The review committee expects that previous projects will put the student in a better position to complete the proposed project. In addition, the review committee expects students to have made diligent and exhaustive efforts to find external funding sources. Only a select number of proposals are awarded under the PDS competitive category.
5. Successful competitive and non-competitive proposals are clearly written for an interdisciplinary audience. [Explain the significance of your proposal without use of jargon or technicality](#). Make sure that your budget and project timeline are explicitly related; members of the committee should have no difficulty determining when different parts of the project will be carried out. Applicants are strongly urged to participate in the Grant Writing Program (for more information, visit [www.gs.emory.edu/sites/grantwriting](http://www.gs.emory.edu/sites/grantwriting)).
6. Applications for funds intended to support significant components of dissertation research, including preliminary research, are expected to document that the student has pursued, and is pursuing, external grant funding. This documentation will typically include cover letters or pages from grant applications that were funded, denied, or are pending review. Favorable consideration will be given to student requests that demonstrate a persistent effort to identify and apply for external funding.
7. [Applications for retroactive support are not approved](#). Apply for research support in advance of your research project.
8. Students who receive awards must submit to the Laney Graduate School a written report on the use of the awarded funds, including a brief narrative of the research, within 30 days of the completion of the research. These reports are uploaded on the PDS online application by the designated program administrator..

#### D. How much research money am I eligible for?

1. For research you have a lifetime non-competitive limit of 2500\$.
  - a. This limit can be applied for all at one time; there is not a set yearly limit.
  - b. Once you reach your non-competitive research limit of 2500\$, you must apply to the competitive pool.
  - c. You must apply to the competitive pool, even if part of your request uses non-competitive funds. For example, you have 1000\$ left in non-competitive funds and you apply for 2000\$, you still must apply for competitive since your lifetime limit will exceed the 2500\$ non-competitive limit.
  - d. These limits are set. We do not grant exemptions to these limits.

**IMPORTANT NOTE:** If your lifetime awarded combination of competitive and non-competitive training and/or research funds requests exceed 5000\$ then you must apply to the competitive pool. This applies to all circumstances. For any request that goes over the 5000\$ cumulative lifetime total in any combination, you **must** apply for competitive. Failure to take this into account will result in a denied application.

#### E. What does each research application require?

1. A thorough proposal of the research you intend to conduct. Examples of proposals can be found on the PDS webpage. Please see the signature page for questions you must address. A proposal for a competitive application is longer.
2. Supporting documentation for any requested costs, which in most cases, is printed from the web. This may include documentation for any line item you fill out on the application as it pertains to your research request. For more information see Appendix A below.
3. Signatures from you and your advisor on the signature page and any other signatures your program requires. Signature pages are found on the PDS webpage.
4. Any other internal program requirements must be met. These are dependent on your program. Check with your PDS contact in your home office for any clarification.
5. A letter of support from your advisor and your current CV for competitive applications only. This letter is emailed directly to James Hughes at [jlhughe@emory.edu](mailto:jlhughe@emory.edu)
6. All previous complete training and research reports must be uploaded for competitive applications only.
7. For international travel only: The international travel waiver must be completed and signed. This form can be found on the PDS website under the “forms” button.

### **F. How should I pre-plan for research?**

1. All training and research, both competitive and non-competitive, should be applied for **BEFORE** you intend to carry out your research. Research which is applied for retroactively will not be considered. There are no exceptions to this.
2. With this in mind, it is ideal for you to apply at least two cycles ahead of your intended timeframe to carry out your research. That way, if the outcome is a requested resubmission, you will have time to resubmit it before the next deadline. Reapplications will not be considered if the next **notification deadline** is after your proposed research. Notifications deadlines can be found in the PDS calendar on the PDS webpage and at the front of this document.
3. Any incomplete application will be denied. This includes, but is not limited to, lack of signatures and improper or incomplete supporting documents, or an incomplete proposal.

### **G. What happens if I am awarded funds?**

1. Once research funds are granted, the funds are released to you by your program. Please check with your program about their policies and procedures regarding their release procedures.
2. Keep all your receipts from your research expenses. Consult with your program on their procedures in dealing with these receipts.
3. Prepare your written report immediately upon completion of your research.
4. Along with your program administrator, prepare and sign your report.
5. The report is then uploaded to the online PDS application system within 30 days.

## V. General Information

### A. What kind of things should I pay attention to when I am applying?—or—What kind of things will result in a denial of my application?

Much like external grant applications, it is imperative you follow instructions to ensure your applications are complete and thorough. This includes all supporting documentation, signatures, and a well written proposal in both competitive and non-competitive research and training applications. In addition, being thorough also includes pre-planning for all areas of PDS: training, research, and conferences. Failure to pre-plan and address all phases of PDS increases the result of a denied application. With this being the case, here are things to keep in mind:

1. Make sure you have all signatures that are required for your application. This includes YOUR signature. Lack of any required signature will result in a disapproved application.
2. Make sure and consult with the funding guidelines for each PDS application type at the end of this document in Appendix A.
3. Make sure you supply *complete* documentation for every cost. The committees and the Laney Graduate School base decisions only on what is presented. We receive many applications in each batch and time does not allow us to infer costs.
4. In addition to #2 above, complete documentation means a full spectrum of costs associated with your application. For instance, just giving the room rate does is not the full spectrum. It includes the room rate multiplied by the number of nights you are staying. This leads to point #5
5. Make sure you do the math in your applications. Time does not allow us to do the math for each application.
6. Make sure all your PDF scans are clear and legible. A “furry” or illegible scan will result in an application being denied.
7. The Laney Graduate School will not track you down students to remind you to supply different documents, or to obtain signatures after the application is submitted. If the application is incomplete it will be denied.
8. Always adhere to your program’s guidelines, and if applicable, internal deadlines.
9. Documentation can take various forms. It is your responsibility to alert the LGS to the pertinent information in each supporting document. Best practice does not include turning 20 pages of conference documents. Instead, for example, give us an email from the conference indicating your participation or the front page of the conference website and an indication of your involvement if applicable. Please see the FAQ section for related questions. All documentation must be in PDF format.

## B. Frequently Asked Questions

**Q:** I did everything correct but my application is missing a signature. Can the LGS please contact me so I can submit my signature?

**A:** In a word, no. We receive an abundance of applications and do not have resources to track down missing signatures or incomplete documents. It is your responsibility to submit a complete application. If you were applying for an outside grant, they would not contact you for missing information.

**Q:** I submitted an application but it was rejected for a missing signature and incomplete documentation. Can I resubmit?

**A:** That depends. Is the resubmission *notification* date going to fall before your proposed training and research? Is the resubmission of a conference application going to fall within the month grace period after the conference? If so, then yes. If not, then no.

**Q:** I just found out I am going to a conference in August and it is late July. The online application is closed for the summer; can I apply in the fall?

**A:** Yes, if you submit during the first deadline for the fall (see the PDS calendar). Applications submitted after the first deadline will not be considered. Applications which are denied during this circumstance will not be allowed to resubmit.

**Q:** I am attending a conference from August 13-18. This date range straddles the new fiscal year. For which year is the money going to impact my yearly allowance?

**A:** It depends on your PDS notification date. Refer to your approval letter for the date. If it is awarded before August, it will affect the previous year's balance. If it is awarded after, it will be in the next year's balance.

**Q:** I missed the deadline because my car broke down. Can't you give me a break and let me submit it anyway for this cycle?

**A:** No; see the pre-planning section above.



**Q:** Can I receive PDS Conference Funds before travel?

**A:** No. PDS Conference Funds are processed as reimbursements only. Training and research on the other hand, can be released as soon as they are awarded.

**Q:** Can I get the LGS smartkey to purchase my flight after approval?

**A:** Please consult with your program administrator for travel arrangements after approval. LGS does not provide students with smart key numbers. The policy of your program determines whether or not flight pre-purchases are allowed.

**Q:** What if I don't use all my training and research funds that were awarded, how do I return the money?

**A:** If you don't use all of your awarded funds you should return the unused funds to the LGS office. You will write a check made payable to "Emory University" and walk the check over to the LGS office along with your report.

**Q:** If I have funds left over from an award, can I use it to fund something else I need to do for my project?

**A:** No. You can only use PDS funds for the activities mentioned in your proposal.

**Q:** Am I required to use the Emory Travel agencies for PDS related trips?

**A:** Yes, as this is a University-wide mandate, which PDS follows, in order for you to be reimbursed.

**Q:** Even if I find a substantially cheaper flight somewhere else?

**A:** **Do not buy it.** Immediately email Emory Travel with a screenshot of what you found, showing the comparison of the same itinerary with the Emory Travel Agencies. They will work with you. The LGS does not grant waivers for travel.

**Q:** Am I guaranteed PDS Funds if I apply? Isn't it my money after all?

**A:** No. PDS applications are reviewed and decided on based on completeness , validity and merit of a student's proposal. It is the LGS's money. Students are eligible to apply for the money but none of the funds are guaranteed.

**Q:** When should I receive a decision regarding a submitted PDS application?

**A:** Please reference the LGS PDS webpage and the PDS Calendar for exact dates of notification. These dates are also sent at the beginning of the year to the LGS graduate student listserv.

**Q:** I received an award but didn't use the funds. What should I do to ensure that this unused award is not reflected in my balance?

**A:** Once a PDS award notification is sent out for a PDS request all students must submit a PDS report, on which you can decline or adjust the award. The PDS report form is posted on the PDS webpage. If you submit a report declining or reducing a PDS award then your balance will be updated. Make sure and obtain the proper signatures on the report. If a report is not received, the balance will not be adjusted.

**Q:** I just got an application denied because it stated I used all my funds for the year and/or lifetime. However, I did not use some of the funds that were awarded, but I never turned in a report. Can the LGS reconsider?

**A:** We do not retroactively revisit applications. However, once your report situation is cleared up, you may reapply as long as the **notification** date on the application cycle is before your training and research or you apply within the month grace period after your conference. All the guidelines above apply.

**Q:** I am not in candidacy when I submit my application but will be when I return from the conference. What is my status?

**A:** Your status is current situation at the time of application submission.

Beginning in Fall 2014, the Laney Graduate School migrated the online application into a newly designed system from CollegeNet. To apply, go here:

[http://www.gs.emory.edu/professional\\_development/pds\\_funds/index.html](http://www.gs.emory.edu/professional_development/pds_funds/index.html)

**After reading this guide completely, if you have further questions, please email Dr. James Hughes at [jlhughe@emory.edu](mailto:jlhughe@emory.edu)**

## APPENDIX A:

### Professional Development Support Funds Expenses and Budget Guidelines

These guidelines explain both what kinds of expenses are eligible for PDS support, and what kinds of supporting documents to provide in the budget portion of the PDS application. Please consult the guidelines above before preparing an application.

#### **Conference Participation Support**

The eligible expenses for these awards are relatively simple: travel, lodging, registration, and daily expenses covering food, local transportation, and other incidentals. In the table starting on the next page, you will find a few more details about each item.

#### **Training and Research Awards**

Because the circumstances of these awards vary a great deal, the list of expenses and budget guidelines are considerably more complex. Using the table that begins on the next page, locate the items that you are considering including in your budget, and find out what expenses are eligible and what kind of support documentation you will need. The table is meant to be quite comprehensive, and it will be expanded as more issues come up.

If you are considering including an item in your budget which is not covered in the table, please contact Dr. James Hughes at [jlhughe@emory.edu](mailto:jlhughe@emory.edu). We will consider the issue and provide some guidance – and we strongly encourage you to raise these issues before you submit your application. Resolving this kind of issue may take a little time, so do start putting together your application in plenty of time before the deadline.

Please keep some general things in mind:

- If you receive a Laney Graduate School stipend during the time you would engage in the training or research, then we expect that stipend to be put towards daily living expenses, whether you are staying here in the Atlanta area or travelling to some other location.
- Remember to justify your projected costs – explain why your training or research needs this expense, and why you are asking for this particular amount. Justifications need not be lengthy, but are required and they should show evidence that your projected cost is based on investigation.

Item	Eligible	Supporting Documents	Not Eligible
<b>Conference Participation Support</b>			
<b>Travel</b>	<ul style="list-style-type: none"> <li>▪ The cost of travelling from Atlanta to the location of the conference, by plane (coach fare), train or bus. Other departure locations will be considered with justification.</li> <li>▪ Mileage costs for driving to a conference that is not in Atlanta, at the current university rate</li> </ul>	<ul style="list-style-type: none"> <li>▪ Print-out of relevant reservation or other price quote.</li> <li>▪ A Google or other map that indicates the distance to be driven and printout of relevant airfare price quote.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Local transportation at the location of the conference, such as taxis or rental cars (see below, Daily Expenses, for paying for local transportation).</li> <li>▪ Pre purchased gas with Car rental.</li> <li>▪ Travel for conference in the Atlanta area</li> </ul>
<b>Lodging</b>	<ul style="list-style-type: none"> <li>▪ Hotel costs, Air BnB, or other lodging costs. See lodging worksheet.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Print-out of reservation or other relevant price quote.</li> <li>▪ Conference announcement that indicates the days the conference takes place.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Non-budget hotel/lodging.</li> <li>▪ Any extra days before or after the conference you choose to stay.</li> <li>▪ Lodging for conferences in the Atlanta area</li> </ul>
<b>Registration Fees</b>	<ul style="list-style-type: none"> <li>▪ The fee for registering as a participant in the conference.</li> <li>▪ Conference and registration fees only in the Atlanta area</li> </ul>	<ul style="list-style-type: none"> <li>▪ Conference announcement with registration fee information.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Membership fee in the organization that sponsors the conference.</li> </ul>
<b>Daily Expenses</b>	<ul style="list-style-type: none"> <li>▪ This money is intended to support the cost of meals, local transportation (bus, subway, airport shuttle), and other incidentals (tips, service charges, etc.).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Conference announcement that indicates when the conference takes place.</li> <li>▪ Reservations that indicate when you will be at the conference location.</li> <li>▪ To be reimbursed for Daily Expenses students must retain all receipts. Receipts will need to be submitted to program administrators after</li> </ul>	<ul style="list-style-type: none"> <li>▪ Any extra days before or after the conference you choose to stay.</li> </ul>

Item	Eligible	Supporting Documents	Not Eligible
		student's return from their conference.	
<b>Training and Research Support</b>			
<b>Travel</b>	<ul style="list-style-type: none"> <li>▪ The cost of travelling from Atlanta to the location of the training or research, by plane (coach fare), train or bus.</li> <li>▪ Mileage costs for driving to a training or research location that is not in Atlanta, at the current university rate</li> </ul>	<ul style="list-style-type: none"> <li>▪ Print-out of relevant reservation or other price quote.</li> <li>▪ A Google or other map that indicates the distance to be driven and printout of relevant airfare price quote.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The cost of travelling within the Atlanta area.</li> </ul>
<b>Tuition and Other Fees</b>	<ul style="list-style-type: none"> <li>▪ Tuition or registration fees for courses, workshops or other training occasions.</li> <li>▪ Fees for the use of research facilities such as laboratories, archives, etc.</li> <li>▪ Fees charged by tutors or other instructors.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Tuition and fee schedules.</li> <li>▪ If a course offers scholarships to some students and you are eligible, please submit some evidence that you have applied (a copy of an application cover sheet, e.g.).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Books or other materials needed for courses, workshops or other training occasions.</li> <li>▪ Taxes associated with particular international treaties.</li> </ul>
<b>Research Equipment</b>	<ul style="list-style-type: none"> <li>▪ In general PDS funds will not support the purchase of equipment.</li> <li>▪ Specialized items (particularly those that are consumed by the research such as reagents or forms) required for research and not generally useful outside the research activity may be eligible.</li> <li>▪ If funds for such items are approved, they will be the property of Emory Graduate School and should be returned at the end of the research.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Documentation of the features and price of the item.</li> <li>▪ Justification for why this item is necessary for the research.</li> <li>▪ If the research is conducted at Emory, evidence that the item is not available at Emory or is not available to the student.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Items that need to be used in the research but which are also generally useful outside the research activity.</li> <li>▪ Examples include laptop or other portable computers, cameras, most software, common lab equipment, etc.</li> <li>▪ Office supplies (pens, notebooks, etc.).</li> </ul>

Item	Eligible	Supporting Documents	Not Eligible
<b>Other Research Costs</b>	<ul style="list-style-type: none"> <li>▪ Transcription</li> <li>▪ Participant incentives</li> <li>▪ Duplication of forms</li> <li>▪ Reproduction of archive materials, up to \$200</li> </ul>	<ul style="list-style-type: none"> <li>▪ Documentation of the transcription rate. Transcription rates between \$1.00 - \$1.25/audio minute are typically approved under PDS. Students are required to complete 25% - 50% of their own transcriptions.</li> <li>▪ Documentation showing that incentives are at a customary level.</li> <li>▪ Documentation of duplication costs.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Duplication of research articles or other background materials</li> </ul>
<b>Lodging</b>	<ul style="list-style-type: none"> <li>▪ If you receive a Graduate School stipend during the time for which you seek an award, it should be used to cover lodging expenses.</li> <li>▪ If a course, workshop, laboratory etc. offers housing at a special rate (in dormitories or other places), you are expected to use that housing.</li> <li>▪ If possible, we expect you to share a room.</li> <li>▪ For short-term stays, hotel costs at budget hotels.</li> <li>▪ For longer term stays, reasonable rental costs for student rooms or similar accommodations.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cost schedules from the location of training or research.</li> <li>▪ Hotel cost schedules, including some comparisons of suitable options.</li> <li>▪ If you cannot arrange lodging from here, then locate information that helps you develop a reasonable estimate for the location in question, and provide that estimate and an explanation of how you arrived at it.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Housing in the Atlanta area or in your primary residence.</li> <li>▪ Non-budget hotels.</li> <li>▪ Costs of an apartment here in Atlanta that you choose to retain while you are away.</li> </ul>
<b>Daily Expenses</b>	<ul style="list-style-type: none"> <li>▪ If you receive a Graduate School stipend during the time for which you seek an award, it should be used to cover living</li> </ul>	<ul style="list-style-type: none"> <li>▪ For stays outside the U.S., locate information that helps you develop a reasonable and realistic estimate for the location in question, and provide</li> </ul>	<ul style="list-style-type: none"> <li>▪ Living costs in the Atlanta area.</li> <li>▪ Living costs for long-term stays based on restaurant costs.</li> </ul>

Item	Eligible	Supporting Documents	Not Eligible
	<p>expenses at the rate of 800\$ a month.</p> <ul style="list-style-type: none"> <li>▪ Outside the U.S., an estimated amount for daily expenses using information about local food and incidentals costs.</li> </ul>	<p>that estimate and an explanation of how you arrived at it.</p>	<p>The State Department daily expenses is inflated. Do not use it as a budget justification.</p>
<p><b>Local Transportation</b></p>	<ul style="list-style-type: none"> <li>▪ In general, the daily expenses allocation is expected to cover local transportation (bus, subway, etc.).</li> <li>▪ If local transportation requires other means – purchasing a bicycle, traveling by taxi, renting a car, or other arrangements – then these are eligible expenses.</li> <li>▪ Travel in the extended area of the training or research location – train travel and similar things.</li> </ul>	<ul style="list-style-type: none"> <li>▪ If local transportation requires special arrangements, explain and document why those arrangements are necessary. Plausible justifications include personal safety.</li> <li>▪ If you need to travel in the extended area of the training or research, explain why such travel is necessary.</li> <li>▪ Locate information that helps you develop a reasonable estimate for the location in question, and provide that estimate and an explanation of how you arrived at it.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Local transportation in the Atlanta area.</li> <li>▪ When mass transit is available, the presumption is that it will be used, and other arrangements need to be justified.</li> <li>▪ Local transportation unrelated to the research or training (e.g. tourism or visiting).</li> </ul>
<p><b>Taxes</b></p>			<ul style="list-style-type: none"> <li>• International student awards may be subject to tax withholdings, depending on the nature of their home country's tax treaty. PDS does not cover any taxes withheld from PDS awards.</li> </ul>