



PDS Conference Participation– Advisor Signature Page (2022-23)

Please note: PDS will not fund any activities (conference, training, or research) that has started or ended before the notification date of the current PDS cycle. Your signatures on this page affirm that you have read this note. See the PDS Handbook for details.

When you submit your online application, this page should be uploaded into the field, “Advisor signature page.”

- Please fill-in all fields below (all fields are now electronically fillable, if desired, using a PDF reader).
- Once you have entered the information, obtain the required signatures (can be signed electronically).
- Scan and upload this completed signature page to the online PDS application system.

Student Info

Full name: _____

Conference Info

Type of participation: Presenter Panelist Networking Job Interview Attendee

Conference Name: _____

Dates (MM/DD/YY): _____ to _____

Conference Location (City, State, Country or Virtual): _____

I have consulted the PDS Handbook 2022-23 before submitting this application: Yes No

I have submitted PDS Reports for all previously approved PDS applications: Yes No

Good Standing

I certify that I am not on probation and am in good standing with my program and with the Laney Graduate School.

Student Signature: _____

Public Health Guidelines

I affirm that I will be fully compliant with Emory University’s COVID-19 [policies](#), including following the Community Compact on Emory’s webpage that may exist at the time of my travel. I understand that the CDC recommends delaying travel until the traveler is fully vaccinated.

Student Signature: _____

Faculty Advisor and Director of Graduate Studies (DGS) Approval

I certify that this proposed travel and/or conference is essential to the student’s academic progress and that I support the travel/conference.

Faculty Advisor Name: _____

Signature: _____

(If applicable in your program*) *Please consult your program admin regarding this signature.

DGS Name: _____

Signature: _____

How the PDS Conference applications are processed:

Starting late-Spring 2022 term, we have a new process for students to receive conference funding as soon as they are approved. Please see the new process outlined below.

1. Receive the notification email from the Laney Graduate School approving your PDS application.
2. Contact your program administrator who can begin the payment process.
3. Complete and submit a [PDS conference report](#) to your program administrator after the conference has concluded which must include a table summary of all expenses. The report is a required part of the PDS process. Students with outstanding reports may be ineligible for future PDS funding.

For specific details about payment, contact your **Graduate Program Administrator (PA)**. When you submit the report to the PA to be uploaded to CollegeNET Admit, you will **not** need to submit copies of receipts. We highly encourage students continue to maintain an accurate record by keeping all receipts.