



PDS Conference Participation – Advisor Signature Page

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. Please refer to the PDS Handbook for more information.

When you submit your online application, this page should be uploaded into the section titled, “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.

Today’s Date: ___/___/___

Student Info

Full Name: _____ Emory Email: _____

Program: _____ EMPL/Student ID number: _____

Conference Info

Type of participation (if applicable): Presenter Panelist Networking Job Interview

Conference Name: _____

Dates: ___/___/___ to ___/___/___

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

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](#) 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 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)

DGS Name: _____

Signature: _____

How the funds work...

Conference Participation awards are processed by your program on a **reimbursement basis**. You will be reimbursed for eligible expenses up to the amount awarded and within university rules and policies after **all** of the following things take place:

1. Receive an award letter from the Laney Graduate School approving your application,
2. Spend the funds
3. Complete and submit a [PDS conference report](#) to your program administrator with your original receipts and award letter attached. The report must be signed by the program administrator before submitting the PA uploads to CollegeNET Admit.

For specific details about reimbursement procedures, contact your **Graduate Program Administrator**. The report form is available on the [LGS PDS webpage](#). When you submit the report to be uploaded to CollegeNET Admit, you will **not** need to submit copies of receipts.