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 PDS Conference Funds are processed:

Starting with the 3/1/22 notification date, we are piloting a new process so that students can 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.