



EMORY

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LANEY  
GRADUATE  
SCHOOL

**Professional Development Support Funds Handbook  
AY2021-2022**

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## **Introduction**

Welcome to the **AY2021-22** Professional Development Support Funds Handbook. This Handbook exists to help Laney Graduate School PhD students navigate the PDS application processes for conference, research, and training PDS fund requests. PDS applications are important in doctoral education for two reasons:

1. They aim to help students prepare to apply for funding from external agencies. In other words, this is to help students practice writing for a review board for other funding sources.
2. They aim to help students (a) acquire training pertinent to their degree not offered at Emory University, (b) conduct research for their dissertations and research projects, and (c) network and present at conferences.

## Important Information

For all PDS applications, please apply as early as possible before the start date of the proposed conference, training, or research activity. **PDS will not fund activities that have begun or ended before the current cycle's notification date.** Please see the FAQ section below for details.

- 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 note, 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.
- Starting 2019-20, all BME (Emory Labs only) and GDBBS students have the same monetary limits as all other programs. Those who have already received PDS funds prior to this year will have those funds counted against your lifetime limit.
- PDS applications: **The student must be approved before the conference, training, or research begins.** All applications will be considered if the notification date of the current application cycle is *before* the start date of the proposed conference, training, or research activity. Please apply as early as possible. Students may always decline an award but applications for an activity (conference, training, or research) that has already started or concluded are not eligible for PDS funding.
- For 2021-22
  - For Fall 2021 (and possibly Spring 2022): Due to the COVID-19 pandemic, PDS applications that involve international travel will only be funded if it adheres to specific University policies. Please consult the PDS [webpage](#) for latest updates on policies regarding international travel and submit any required documents.
- Please remember the following:
  - \$8,000 lifetime research and training funding in any combination of competitive and non-competitive funds.
  - \$2,500 conference funding; \$2,500 non-competitive training funding; \$2,500 non-competitive research funding. Successful competitive applications automatically subsume all remaining non-competitive lifetime balances for that category.
- All money is disbursed directly to the student. PDS will not pay labs, the student's PI, or any other advisor. The student's program disburses the funds to the student, not the Laney Graduate School. Once the application has been approved, please check with your program administrator (PA) about the disbursement of funds.
- Please remember that all Laney Graduate School students are *eligible* for PDS funds provided for by generous donations to LGS, but the funds are not guaranteed.

## Professional Development Supports Funds 2021-22 Calendar

**Updated: August 1, 2021**

Please coordinate any external deadlines with the PDS deadlines and pay close attention to the deadline dates and notification dates when preparing your application. We do not require that students be accepted into conferences, training, or research archives before submitting a request for funding. Students must apply as early as possible. Students may always decline an award already received. All applications (conferences and training/research opportunities) will be considered as long as the notification date of the application cycle is *before* the start date of the proposed conference or training/research opportunity. If the activity will start during the current cycle or it has already concluded, it is not eligible for PDS funding. See the FAQ for details.

Type of Application	Application Deadlines	Notification Dates
Conference Participation	September 15	October 1
	October 15	November 1
	November 15	December 1
	December 15	January 10
	January 15	February 1
	February 15	March 1
	March 15	April 1
	April 15	May 2
	May 15*	June 1
	June 15*	July 1
	July 15**	August 1
Training and Research Non-competitive	September 24	October 15
	November 19	December 17
	January 28	March 18
	March 25	April 15
	May 27*	June 17
Training and Research Competitive review	October 4	November 5
	February 1	March 4

\*Students graduating in Spring 2022 are not eligible to apply during this cycle and any cycles thereafter.

\*\*Students graduating in Summer 2022 are not eligible to apply during this cycle.

Please note: Even if the student applies in advance, once the student graduates, they are no longer eligible for funding for any future activity. See the PDS Handbook FAQ for details.

## **[Before Applying]: Download the Necessary Documents**

For all PDS applications, please apply as early as possible before the start date of the proposed conference, training, or research activity. **PDS will not fund activities that have begun or ended before the current cycle's notification date. Please see the FAQ for details.**

Please visit: <https://www.gs.emory.edu/professional-development/pds/apply.html>

See the sidebar **PDS Forms**. Please make sure to download the Conference, Training, or Research form that shows "AY21-22" at the top. Do not use an older version of the PDS form.

Prepare your PDS application by obtaining the following documents:

### **Conference:**

- A completed **Conference Participation** form
- A completed **Lodging Worksheet** form **if** requesting PDS funds for lodging
  - If there is a lodging expense but there is no worksheet then the lodging portion of the application will be subtracted from the PDS funding
- A PDF from the conference organizer that must include the following information: (1) conference title; (2) conference dates; and (3) conference location
- Do not include the International Travel Release for conference travel (even if the conference is international)

### **Research (non-competitive or competitive):**

- A completed **Research** form (non-competitive or competitive)
  - The proposal must address the research form questions explicitly\*
- **International Travel Release** form **if** traveling internationally\*\*

### **Training (non-competitive or competitive)**

- A completed **Training** form (non-competitive or competitive)
  - The proposal must address the research form questions explicitly\*
- **International Travel Release** form **if** traveling internationally\*\*

\*Applications that do not explicitly address the proposal questions listed in the Training or Research form will be automatically denied.

\*\*All students who participate in international travel for training or research must register with ISOS. If you find yourself in an emergency, which includes being a victim of a crime, you should contact ISOS for immediate assistance. Please note, 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.

## **PDS Application: 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 lifetime limit in mind when making decisions about conference participation. For instance, be mindful of not using all your conference funds early in your career at the expense of PDS conference funds you may need later when approaching 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 (please see Appendix below). Virtual conferences are also eligible for funding.
3. Conference travel must be approved before the conference.

### **C. Review**

1. Applications are due on the 15th of each month and will be considered usually within two weeks. For precise dates, consult the PDS Calendar, available on the LGS PDS website, or in the earlier section of this Handbook.
2. Students submit the complete application form signed and reviewed by your Advisor that follows your program's procedures. The signatures may be signed electronically.
3. Students who receive awards must submit to your program administrator a brief report within 30 days after the conference participation.
4. Conference applications will be considered as long as the notification date of the application cycle is *before* the start date of the proposed conference. See the FAQ section of this Handbook for more information.

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

1. For conferences you are eligible for **lifetime limit** of \$2,500. There is no competitive conference funding.
  - a. If you are not in candidacy: academic year limit of \$650 for domestic conferences or \$1,000 for international conferences.
  - b. If you are in candidacy: there are no limits, but only the \$2,500 lifetime limit for domestic or international conferences.
  - c. The PDS application cycles for conferences run from September 15 through July 15.
  - 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 only a one-page PDF that must include (1) the conference title, (2) dates, (3) location, and, (4) 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 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. PDS lodging worksheet (when applicable), available on the PDS website, under “Forms”.
5. Signatures from you and your advisor on the PDS Conference Participation 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 for any clarification.

**\*\* Do not pre-purchase the flight but wait until the application is approved before purchasing the flight through Emory Travel. Conference organizers plan for these conferences several years in advance, and therefore, the student should have plenty of time to apply for conference funds several cycles in advance. The approval notification e-mail will include instructions regarding any applications that include flights. If a student submits a PDS application with a flight documentation showing a purchase outside of Emory Travel, the flight will not be eligible for funding through PDS. This is a University-wide policy for flight reimbursements.**

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

1. All conference requests should be applied for before your conference has started. This requires planning on your part. If the conference starts before the current PDS cycle’s notification date, it is not eligible for funding. Please see the FAQ below for details.
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 submit again before your conference. The notification date is what is important here. The *notification* date must fall before your conference start date. This date is found on the PDS calendar.
3. It is your responsibility to supply the proper documents. LGS will not inquire to receive missing items or signatures.
4. Conference applications will be considered as long as the notification date of the application cycle is *before* the start date of the proposed conference.



#### **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 the student's return from the conference.
2. Please submit all receipts, including per diem expenses to your designated program administrative member who processes PDS.
3. The administrator will then process the 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 an approval process.
5. Once this is complete, please make sure you and your administrator sign off on the PDS Conference Report within 30 days of your conference. Available here: <https://www.gs.emory.edu/professional-development/pds/reports.html>.
6. Your program administrator (PA) will then upload the report and enter the report data into the PDS system.

## How to Submit Applications on ApplyWeb (Conference)

The following information is for PDS Conference Applications (please see below for Training/Research). Please fill in all information correctly.

**General Information**

If you have completed a PDS application before, most of this screen will be pre-populated with information from your most recent submission. Be sure to check that the information is still accurate, and change as needed.

First or given name

Middle name

Last or family name

Citizenship

Note: Your citizenship status does not affect your eligibility or the evaluation of your application. However, we must track this information for accounting reasons, and in order to notify others on campus when international students travel outside the U.S.

Country of citizenship

Email

Emory Email

You must enter an email address that ends with @emory.edu.

PhD Program

Student/Employee ID

When did you start your PhD at Emory?  
(Enter semester and year.) Semester  Year

Are you currently receiving stipend support at Emory?

Are you in candidacy?

Is this application a resubmission of a previous request?  
If you answer "yes," please use the Memo field at the end of the application to identify which previous application you are resubmitting.

Please fill in all information correctly.

**Pre-Qualification**

Are you on academic probation?

Will these funds, if awarded, be used to support international travel?

Please refer to <https://www.gs.emory.edu/professional-development/pds/index.html> for the latest guidelines and requirements for PDS applications that involve international travel.

This application is for

**Conference Dates**

Start date / /  (mm/dd/yyyy)

End date / /  (mm/dd/yyyy)

Please fill in all information correctly.

**Conference**

Name of conference

Conference location: City

Conference location: State

Conference location: Country

**Budget**

Enter the estimated costs that are eligible for PDS funding. Round to the nearest dollar. Note that for each cost category where you enter an amount, you will be required to upload a supporting document that shows the estimated amount. If you have no costs in some category, leave it blank. (If you enter "0," the system will require you to upload a supporting document.)

Total mileage cost  (Use this item only if you are driving your own car. Enter the total miles you will drive, multiplied by Emory's current university rate. If you are renting a car, the costs of car rental and gas should be entered as "other," below.)

Total mileage documentation upload   No file chosen  
Accepted File Types: .txt, .pdf, .rtf, .doc, .docx

Flight  (Flight MUST be booked through Emory Travel. Exceptions must be approved in advance by Emory Travel: [travel@emory.edu](mailto:travel@emory.edu))

Flight documentation upload   No file chosen  
Accepted File Types: .txt, .pdf, .rtf, .doc, .docx

Lodging

Lodging documentation upload   No file chosen  
Accepted File Types: .txt, .pdf, .rtf, .doc, .docx

Lodging worksheet   No file chosen  
Accepted File Types: .txt, .pdf, .rtf, .doc, .docx

Registration fees

Registration fees documentation upload   No file chosen  
Accepted File Types: .txt, .pdf, .rtf, .doc, .docx

**(1) [Only if driving]** Please visit Travel Resources [here](#) for current Mileage Reimbursement Rates from IRS. Multiply your miles driven by the rate and enter into the "Total mileage cost" field. (E.g. 400 miles \* \$0.56 [Year 2021 rate] = \$224)

**Total mileage documentation:** Upload a navigation website PDF (e.g. Google Maps) showing the distance from Emory University to your destination with the total cost clearly shown.

**(2)** All lodging reimbursements must include the Lodging Worksheet found on the PDS webpage:

**EMORY LANEY GRADUATE**  
**PDS Lodging Worksheet Form**

Please remember to submit documentation of your lodging IN ADDITION to this form. The PDF is now fileable electronically, so you may fill it in electronically, if desired.

a. Cost of room per night = \_\_\_\_\_

b. Tax per night = \_\_\_\_\_

c. Number of nights = \_\_\_\_\_  
\*PDS will reimburse only up to 1 night after the last day of the conference unless student provides justification for extra stays in the application narrative

d. Total Cost ((Cost of room per night + tax) \* number of nights) = \_\_\_\_\_  
*Formula: d = (a+b)\*c*

e. Number of total occupants (including yourself) = \_\_\_\_\_

f. Total Cost Divided By Number of Occupants = \_\_\_\_\_  
*Formula: f = d/e*

The final number (line f.) is what you will place in the lodging cost line for your PDS submission.

Example:

- a. Hotel room cost \$250/night
- b. Tax cost \$40/night
- c. You are staying 3 nights
- d. Total Cost = (250+40)\*3 = \$870
- e. Total occupants (including yourself) = 3 (as you are sharing with 2 peers)
- f. Final number = (870)/3 = \$290 for PDS submission

\*\*If you are sharing lodging, your name must be included with the uploaded documentation. If you are only providing an estimate, this is not required, but when you are submitting the final receipt for reimbursement, please make sure to have the receipt with your name listed.

Please contact [pds@emory.edu](mailto:pds@emory.edu) if you have any questions.

If you are sharing a room, please make sure at purchase and/or checkout to have your name included on the final receipt which will be uploaded here as the Lodging documentation upload. Reimbursements cannot be made without your name on the lodging documentation.

PDS covers up to one day before the first day or one day after the last day of the conference, so only include the # of nights that coincide with this schedule on Lodging Worksheet, line c.

Line f from the Worksheet is entered into the Lodging amount field.

## Budget

Enter the estimated costs that are eligible for PDS funding. Round to the nearest dollar. Note that for each cost category where you enter an amount, you will be required to upload a supporting document that shows the estimated amount. If you have no costs in some category, leave it blank. (If you enter "0," the system will require you to upload a supporting document.)

Total mileage cost <input type="text"/>	
(Use this item only if you are driving your own car. Enter the total miles you will drive, multiplied by Emory's current university rate. If you are renting a car, the costs of car rental and gas should be entered as 'other,' below.)	
Total mileage documentation upload	Accepted File Types: .txt, .pdf, .rtf, .doc, .docx <input type="button" value="Choose File"/> No file chosen
Flight <input type="text"/>	
(Flight MUST be booked through Emory Travel. Exceptions must be approved in advance by Emory Travel: <a href="mailto:travel@emory.edu">travel@emory.edu</a> .)	
Flight documentation upload	
(Upload the flight estimate that shows the approximate airfare cost. Examples: screenshot from Emory Travel portal, Google Flights, airline website, etc. Reminder: Do not purchase the flight through Emory Travel until AFTER you are approved for PDS funds.)	
Accepted File Types: .txt, .pdf, .rtf, .doc, .docx <input type="button" value="Choose File"/> No file chosen	
Lodging <input type="text"/>	
Lodging documentation upload	Accepted File Types: .txt, .pdf, .rtf, .doc, .docx <input type="button" value="Choose File"/> No file chosen
Lodging worksheet	Accepted File Types: .txt, .pdf, .rtf, .doc, .docx <input type="button" value="Choose File"/> No file chosen
Registration fees <input type="text"/>	
Registration fees documentation upload	Accepted File Types: .txt, .pdf, .rtf, .doc, .docx <input type="button" value="Choose File"/> No file chosen
Other <input type="text"/>	
Explain other expenses <input type="text"/>	
Other expenses documentation upload 1	<input type="button" value="Choose File"/> No file chosen Accepted File Types: .txt, .pdf, .rtf, .doc, .docx
<input type="button" value="Add an additional other expense"/>	
Total <input type="text"/>	

Please enter the amount you are requesting from the PDS fund. This is often but not necessarily your budget total.

**(3) Registration fees**  
**documentation upload:** upload a PDF file with the registration fee shown. Then fill in the blank for the fee. Membership fee in the organization that sponsors the conference is not covered by PDS (see Appendix).

**(4)** Daily expenses such as food can be entered here as Other expenses. You may provide documentation for this in the form of estimates (you will need receipts for your program). See Appendix of the PDS Handbook. You may also add other expenses, such as a car rental; ensure your name is listed on the bill.

**(5) Enter the Total amount of all items above and enter the amount you are requesting from the PDS fund. The latter amount may vary from the Total due to candidacy limits and/or lifetime balance limits.**

Advisor signature page

Choose File No file chosen  
Accepted File Types: .txt, .pdf, .rtf, .doc, .docx

Proposal/conference information upload

Choose File No file chosen  
Accepted File Types: .txt, .pdf, .rtf, .doc, .docx

Memo: Please note below any special circumstances surrounding this application. This may include previous communication about this application with the Laney Graduate School.

**(6)** Do not upload entire conference booklet but a single page PDF from the conference organizer that **must include** (a) the dates; (b) location, and (c) name of the conference.

[illegible]

**(7) Advisor signature page** is always required (under PDS Forms – **Conference Participation**). Please make sure you are using the current academic year's form. Applications missing this form or required signatures will be automatically denied.

**(8) After this webpage, your e-signature indicates that you have completed your PDS Conference Application**

\*Submit your Conference Report to your program administrator once the activity has concluded.

## **PDS Application: 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 \$2,500, 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. Due to the limited total budget available, not all applications will be funded and, in some cases, students may receive funding for part of the original budget.

Successful competitive applications automatically subsume the remaining non-competitive lifetime balance for the student in the training category.

All applications for 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 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. 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 (if the language course is not offered at Emory), 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 a "seminar"; if it is focused on a narrow subject-matter; or if it involves presentations of work-in-progress.
3. If you have doubts about a particular event, please send information and question to [LGS.profdev@emory.edu](mailto:LGS.profdev@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 the period of training, support will not be granted for living expenses at the student's primary residence. More information is available in the FAQ and Appendix below.
5. Acquisition of language 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 resources available at Emory before submitting PDS applications. 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 these purposes are routinely available at Emory, so please consult the available resources beforehand.
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.
9. Support is available for training that is essential to a student's progress towards degree.

### C. Review

1. Students submit complete applications to the Laney Graduate School for review and approval.
2. A student may receive several awards, totaling up to \$2,500, without submitting an application to competitive review.
3. Once a student's cumulative support 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 the students to have made diligent and exhaustive efforts to find external funding sources. Only a select number of proposals are supported under the PDS competitive category.
5. Successful proposals, both competitive and non-competitive, are clearly written for an interdisciplinary audience. Please 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.
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 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.
7. All training/research applications will be considered as long as the notification date of the application cycle is *before* the start date of the proposed training/research. Please apply as early as possible since students may always decline an award—applications for an event that already passed are not eligible for funding.

8. 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 training, within 30 days of the completion of the training. These reports will be uploaded to the online PDS application site by the designated program administrator.

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

1. For training you are eligible for **lifetime limit** of \$2,500.
  - a. This limit can be applied at one time; there no set academic year limit.
  - b. Once you have reached your non-competitive training limit of \$2,500, you must apply for the competitive funding.
  - c. You must apply for competitive funding, even if part of your request uses non-competitive funds. For example: if you are eligible for \$1,000 remaining in non-competitive funds and the application is for \$2,000, you must still apply for competitive funding because the lifetime limit exceeds the \$2,500.
  - d. These non-competitive limits are set; there are no exemptions to these limits.

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

1. A thorough proposal of the training you intend to acquire. Please see the training signature page for questions you must address in the proposal. A proposal for competitive applications may require longer elaboration. Failure to address these questions will result in automatic denial and the student must wait until the next cycle (if still eligible).
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, please see Appendix below.
3. There should be a clear itemized budget (in US dollars). Any international currency should be converted and listed in US dollars.
4. 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.
5. Any other internal program requirements must be met. These are dependent on your program. Please check with your PDS contact in your program for any clarification.

[For competitive applications only] A letter of support from your advisor and your latest CV should be emailed directly from the advisor and the student, respectively, to [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu) by the deadline.

[For competitive applications only] All prior training and research reports must be submitted to your program administrator (PA).

[For international travel only] The international travel release waiver must be completed and signed. This form is available on the PDS website under "Forms."

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

1. All training and research, both competitive and non-competitive, must be applied for *before* you intend to carry out your training and research. Please apply as early as possible since students may always decline the award.
2. With this in mind, it is ideal to apply at least two cycles ahead of your intended timeframe to carry out your training. In case your initial application is denied, you have time to apply for the next deadline. All training/research applications will be considered as long as the notification date of the application cycle

is *before* the start date of the proposed training/research. Notification dates can be found in the PDS calendar found in this Handbook and the PDS webpage.

3. Any incomplete application will be denied. This includes, but is not limited to, lack of signatures, improper or incomplete supporting documents, or an incomplete proposal that fails to address all the questions pertaining to the training 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 regarding these receipts.

3. Prepare your written report of your training immediately after you complete your training. Available here: <https://www.gs.emory.edu/professional-development/pds/reports.html>.

4. Along with your program administrator, prepare and sign your report within 30 days of your training.

5. Your administrator will then upload the report and enter the report data into the PDS system.

#### **H. What if I need to decline the entire award? Or what if I need to return some of the funds?**

1. First contact [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu) for information on how to return the funds.

2. Complete the PDS report available here: <https://www.gs.emory.edu/professional-development/pds/reports.html> indicating the decline of the award and the reason for declining, if applicable.

3. Submit the report to your program administrator (PA) who will then update your original application to show the correct award amount (e.g., if declined in full, \$0 or a lesser award amount if some of the funds are returned).

4. Follow the instructions you will receive from our email account on how to return the funds.



## **PDS Application: 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 the non-competitive limit of \$2,500, the student must apply for competitive review.

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. Due to the limited total budget available, not all applications will be funded and, in some cases, students may receive funding for part of the original budget.

Successful competitive applications automatically subsume the remaining non-competitive lifetime balance for the student in the research category.

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 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. 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. More information is available in the Expenses and Budget Guidelines in Appendix 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 degree.

### C. Review

1. Students submit complete applications to the Laney Graduate School for review and approval.
2. A student may receive several awards, totaling up to \$2,500, without submitting an application for competitive review.
3. Once a student's cumulative support 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 the students to have made diligent and exhaustive efforts to find external funding sources. Only a select number of proposals are supported under the PDS competitive category.
5. Successful proposals, both competitive and non-competitive, are clearly written for an interdisciplinary audience. Please 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.
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 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.
7. All training/research applications will be considered as long as the notification date of the application cycle is *before* the start date of the proposed training/research. Please apply as early as possible since students may always decline an award—applications for an event that already passed are not eligible for funding.
8. 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 research funding am I eligible for?

For research you are eligible for **lifetime limit** of \$2,500.

- a. This limit can be applied at one time; there no set academic year limit.
- b. Once you have reached your non-competitive training limit of \$2,500, you must apply for the competitive funding.
- c. You must apply for competitive funding, even if part of your request uses non-competitive funds. For example: if you are eligible for \$1,000 remaining in non-competitive funds and the application is for \$2,000, you must still apply for competitive funding because the lifetime limit exceeds the \$2,500.
- d. These non-competitive limits are set; there are no exemptions to these limits.

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

1. A thorough proposal of the research you intend to conduct. Please see the research signature page for questions you must address in the proposal. A proposal for competitive applications may require longer elaboration. Failure to address these questions will result in automatic denial and the student must wait until the next cycle (if still eligible).
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, please see Appendix below.

3. There should be a clear itemized budget (in US dollars). Any international currency should be converted and listed in US dollars.
  4. 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.
  5. Any other internal program requirements must be met. These are dependent on your program. Please check with your PDS contact in your program for any clarification.
- [For competitive applications only] A letter of support from your advisor and your latest CV should be emailed directly from the advisor and the student, respectively, to [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu) by the deadline.
- [For competitive applications only] All prior training and research reports must be submitted to your program administrator (PA).
- [For international travel only] The international travel release waiver must be completed and signed. This form is available on the PDS website under “Forms and Application.”

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

1. All training and research, both competitive and non-competitive, must be applied for *before* you intend to carry out your training and research. Please apply as early as possible since students may always decline the award.
2. With this in mind, it is ideal to apply at least two cycles ahead of your intended timeframe to carry out your research. In case your initial application is denied, you have time to apply for the next deadline. All training/research applications will be considered as long as the notification date of the application cycle is *before* the start date of the proposed training/research.
3. Any incomplete application will be denied. This includes, but is not limited to, lack of signatures, improper or incomplete supporting documents, or an incomplete proposal that fails to address all the questions pertaining to the research proposal.

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

1. Once research 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 of your receipts from your research expenses. Consult with your program on their procedures regarding these receipts.
3. Prepare your written report of your research immediately after you complete your research. Available here: <https://www.gs.emory.edu/professional-development/pds/reports.html>.
4. Along with your program administrator, prepare and sign your report within 30 days of your research.
5. Your administrator will then upload the report and enter the report data into the PDS system.

#### **H. What if I need to decline the entire award? Or what if I need to return some of the funds?**

1. Fill out your report available here: <https://www.gs.emory.edu/professional-development/pds/reports.html> indicating the decline of the award and the reason for declining, if applicable.
2. Submit the report to your PA who will then update your original application to show the correct award amount (e.g., if declined in full, \$0).
3. If you have funds that you need to return, please contact [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu) for information on how to return the funds.

### **I. How do I actually submit the application (research or training) on ApplyWeb?**

The initial pages are similar to conference applications (such as lodging and flights; see the graphic and details above for Conference applications) but please notice the differences shown on the following page.

## How to Submit Applications on ApplyWeb (Training/Research)

Amount of stipend applied  
(Enter the amount of your stipend that will be used to pay for eligible costs. The base expected contribution is \$800 per month of your project during which you receive a stipend. Prorate partial months.)

Total eligible amount  
(Enter the total of your eligible cost items above, minus the stipend contribution.)

Please enter the amount you are requesting from the PDS fund. This is often but not necessarily your total eligible amount.

(1) For training/research, students (who are receiving a Graduate School stipend during the time of the award) must apply their stipend using \$800/mo to the Amount of stipend applied field, *when requesting room/board reimbursement*. For more information, consult the FAQ section below under the question, “[For training/research applications]: What is the section ‘Amount of stipend applied’?”

(2) Enter the Total amount of all items above and enter the amount you are requesting from the PDS fund. The latter amount may vary from the Total.

Signed International Travel Waiver Form Choose File No file chosen Accepted File Types: .txt, .pdf, .rtf, .doc, .docx

Advisor signature page Choose File No file chosen Accepted File Types: .txt, .pdf, .rtf, .doc, .docx

IRB Certification (if applicable) Choose File No file chosen Accepted File Types: .txt, .pdf, .rtf, .doc, .docx

Proposal upload Choose File No file chosen Accepted File Types: .txt, .pdf, .rtf, .doc, .docx

Memo: Please note below any special circumstances surrounding this application. This may include previous communication about this application with the Laney Graduate School.

(3) International travel for Research/Training must include the Signed International Travel Waiver Form found under PDS Forms – **International Travel Release**. This is not required for Conference travel (even if international).

(4) The Advisor signature page is always required. Each type of funding request has a different form available on the PDS website under “Forms and Application”: (non-)competitive research and (non-)competitive training. Please use the current academic year’s version.

(5) Upload an IRB Certification, if applicable.

(6) Include the proposal upload that answers the questions found on the Advisor Signature Page and answer the questions as fully and clearly as possible, aimed towards an interdisciplinary audience. You may address each question in discreet sections. Failure to address these questions explicitly will lead to the application being denied. The student must then wait until the next cycle to apply for funding (if still eligible). You must include on the last page of the proposal an itemized budget of all costs (in US dollars only).

(6) After this webpage, your e-signature indicates that you have completed your PDS Training or Research Application

\*Submit your Training or Research Report to your program administrator once the training or research activity has concluded.

## Frequently Asked Questions

### **Q: How do I apply for PDS funds?**

1. To apply for PDS funds your application is submitted online through the PDS webpage <https://gs.emory.edu/professional-development/pds/apply.html>. The online form requires that you upload several items -- generally, supporting documentation and a signature form.
2. For the Conference Participation, Research, or Training Signature Forms: please obtain signatures from faculty as required. For your supporting documentation please 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. Applications missing this form will be automatically denied.
3. Documents for upload should be 5MB or less per document.
4. Go to the appropriate online application form on the PDS webpage <https://gs.emory.edu/professional-development/pds/apply.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 once it has been submitted.

*\*Please apply as early as possible in order to write successful applications. When applying for an outside grant, they will not contact you for missing information or allow you to submit corrections past the deadline. Follow the same practice with PDS applications.*

### **Q: What things should I consider before I apply?**

1. You must be in good standing with the LGS.
2. Please follow the monetary guidelines discussed below in Appendix: Professional Development Support Funds Expenses and Budget Guidelines.
3. You must have the support of your advisor (and DGS, when relevant) and follow any program policies that govern PDS applications in your program.
4. Please use the funds for the stated intent. Failure to do so requires repayment back to the LGS.
5. Please apply during the proper timeframe, as early as possible, before the intended conference, training and/or research is to take place.
6. The timeline of your activity is a key factor in eligibility. PDS will not fund activities (conference, training, or research) that have begun or ended before the current PDS cycle's notification date.
- 7. All of the above requires careful planning, much like an external grant application.**

### **Q: What other requirements do I need to meet as I am applying?**

A: 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 proposal written for an interdisciplinary audience 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. Please make sure you have all signatures that are required for your application, including *your* signature. Lack of signatures will result in an automatic denial of the PDS application.
2. Consult with the funding guidelines of each PDS application type available in Appendix below.

3. Supply complete documentation for every cost. The committees and the Laney Graduate School base decisions only on what is presented. We receive many applications during each cycle and time does not allow for the reviewer to infer costs.

4. In addition to #3 above, complete documentation means a full spectrum of costs associated with your application. Please calculate all costs correctly; due to the number of applications, time does not allow for the reviewer to calculate the expenses for each application. For example, providing a nightly room rate is incomplete; please include the nightly room rate multiplied by the number of nights you are staying, including all taxes associated (the required Lodging Worksheet will help you provide these details).

5. Please make sure all PDF scans are clear and legible. An illegible scan may result in an application being denied.

6. The Laney Graduate School will not send reminders to students to supply different or new documents, or to obtain signatures after the application is submitted. If the application is incomplete, it will be denied. The student must wait until the next cycle, if the activity remains eligible under the PDS timeline.

7. Please adhere to your program's own guidelines, and if applicable, the program's own internal deadlines.

8. Documentation can take various forms. Please note in your application any pertinent information for each supporting documentation. Best practice may mean: *do not* include 20 pages of conference documentation. Instead, provide a one-page PDF of the conference coversheet that indicates your participation (when relevant), name of the conference, the dates, and the location. Please upload all documents in PDF format.

#### **Q: What are my \$2,500 lifetime balances?**

A: If you do not know your balance for PDS, please send an email request for your specific balance history (conference, training, and/or research) to [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu) with: (1) your full name and (2) your Student/EMPL ID number. You will be provided a list of your applications to-date so you can determine your lifetime balance.

#### **Q: What are candidacy limits (for conferences only)?**

If you are not in candidacy:

- Academic year limit: \$650 for domestic or \$1,000 for international conference travel

If you are in candidacy

- No limit: lifetime cap of \$2,500 domestic or international conference travel

#### **Q: What is the \$5,000 total limit for non-competitive and competitive research or training funds, the point at which students must always apply for competitive funding?**

A: All students have a lifetime limit of \$5,000 *total* of competitive and non-competitive research/training funds. All requests thereafter must be for competitive funding.

Example: Student received \$2,200 *non-competitive training* funds and \$2,300 *competitive research* funds to-date (currently at \$4,500 total combination of all forms of research and training funds).



**Can this student apply for \$1,000 non-competitive research funds?** (Since the student has never received non-competitive research funds.)

No. Applying for competitive review automatically subsumes the remaining non-competitive lifetime balance for the student in the research category.

**Can this student apply for \$500 non-competitive training funds?**

No. This exceeds the \$2,500 lifetime limit for non-competitive training funds, so the student must apply for *competitive* funds.

**Can this student apply for \$500 non-competitive research funds?**

No. Applying for competitive review automatically subsumes the remaining non-competitive lifetime balance for the student in the research category.

**Q: What is the \$8,000 lifetime total for non-competitive and competitive research and training funds?**

A: All students 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.

Example: Student received \$2,400 *non-competitive training* funds and \$3,800 *competitive research* funds to-date (currently at \$6,200 total combination of all forms of research and training funds).

**Can this student apply for \$500 non-competitive research funds?** (Because student has never received non-competitive research funds.)

No. Applying for competitive review automatically subsumes the remaining non-competitive lifetime balance for the student in the research category.

**Can this student apply and receive \$2,500 competitive training funds?**

No. This exceeds the \$8,000 lifetime limit, so the student is eligible to receive up to \$1,800.

**Q: [For training and research PDS applications]: What is the section “Amount of stipend applied” that is found in the ApplyWeb application portal?**

A: Two conditions must be met for the student to be required to apply the \$800/mo stipend: (1) the student is currently receiving a Graduate School stipend and (2) the student is requesting funding for room and board. Please place all total costs in the PDS application *then* subtract your stipend applied amount. If the application is for a plane ticket only, the stipend does not need to be applied. See the following examples to help you calculate this accurately:

Example #1: If the research or training requires lodging reimbursement for 10 days in August, prorate \$800/August to the “Amount of stipend applied”:

$(\$800/31\text{days in Aug.}) * (10\text{ days lodging required}) = \$258.00$  must be applied

If total expenses for PDS training or research (*includes lodging*) is \$2,400:

$\$2,400 - \$258$  (“Amount of stipend applied”) = **\$2,142** may be requested for PDS

Example #2: If the research or training runs between months, prorate \$800/month to the month that costs *less* to the student. For example, if the student conducts research for 4 days in October and 7 days in November:



Choose the month with the greater number of days (=October): 31 days  
(\$800/31 days in Oct.) \* (11 days lodging required) = \$284.00 ("Amount of stipend applied")  
(versus \$293.00 if Nov. was used)

If total expenses for PDS training or research (*includes lodging*) is \$2,400:  
\$2,400 - \$284 ("Amount of stipend applied") = **\$2,116** may be requested for PDS

**Example #3:** The student is conducting research overseas and is requesting a PDS research fund for \$1800 roundtrip flight in August (15 days in between flights). Does the student have to apply \$800/mo stipend to this PDS application?

No. The student is only requesting flights (not room/board), so \$800 stipend does not need to be applied and therefore that number is \$0.

**Q: I submitted everything correctly, but my application is missing a signature. Can the LGS contact me so that I can submit a new/complete signature?**

A: No. Due to the number of applications received, time does not allow tracking down each applicant's signatures or incomplete documents. It is the student's responsibility to submit a complete application; please remember that this is a way to practice for submission for external grants. These agencies will not contact you for missing information or documentation.

**Q: I submitted an application but was rejected for a missing signature and incomplete documentation. Can I submit for the next cycle?**

A: This depends on the timing of the conference, training, or research.

All applications will be considered again if the notification date of the next application cycle is *before* the start date of the proposed conference or training/research. This assumes that the student will not yet graduate (see the PDS calendar for eligibility).

**Q: I submitted an application, but I realized I was missing some documentation, can I send an email with an updated application?**

A: Do not send an email with new attachments—any documents submitted in this manner will not be reviewed. If the deadline did not pass, you may submit a new application with all the correct materials and that application will be reviewed under its own merit. If the deadline passed, please apply for the next cycle, provided that the proposed conference or training/research opportunity occurs *after* the notification date of the next cycle.

**Q: I just found out I am attending a conference in August and it is late June; can I still apply? Is the PDS system closed in the summer?**

A: The PDS calendar now includes deadlines through July 15 (with August 1 notification date). As long as the conference does not start until after August 1, the student may apply by the July 15 deadline.

**Q: I am attending a conference from August 15-20. This date range straddles the new academic year. For which year is the money going to impact my yearly limit (if not in candidacy)?**

A: Please refer to the notification date of your specific PDS application cycle. If the notification date of when you applied is August 1 or earlier, it will impact the limit of that academic year. If the notification date will be after August 1, then it will impact the limit of the next academic year.

**Q: I missed the deadline because \_\_\_\_\_, could I still be considered for the current cycle?**

A: No. Please plan to apply several cycles ahead so that if certain situations preclude you from applying in one cycle, you have plenty of time to apply for the next cycle.'

**Q: Can you explain the “notification date” policy regarding the PDS application cycle?**

A: First, please review the PDS calendar that shows the application deadline and the notification date of a specific PDS cycle. Examples:

- If the conference begins on December 16, 2021, the student is eligible for PDS funding if the student applies by: September 15, October 15, and November 15. The student may not apply by the December 15 deadline because the *notification date* of this cycle (January 10) is after the conference has already started. This is the case even if the student submits before Dec. 15.
- If the training/research begins on April 18, 2022, the student is eligible for PDS funding if the student applies by: September 24, November 19, January 28, and March 25. The student may not apply by the May 27 deadline because the *notification date* of this cycle (June 17) is after the start date of the training/research.

**Q: Can I receive the PDS conference funds before travel? What about PDS training or research funds?**

A: No. PDS conference funds are processed as reimbursements only. Training and research funds, on the other hand, will be released to the student as soon as the application is approved and awarded. Contact your program administrator (PA) on how to receive the PDS funds for approved training/research applications. As a reminder: all money is disbursed directly to the student for all PDS applications. PDS will not pay labs, the student's PI, or any other advisor.

**Q: What if I do not use all my training and research funds that were awarded? How can I return the money?**

A: If you did not use all of the awarded funds, please make sure to indicate that in your training or research report you will submit to your program administrator (PA). Confirm with your PA that your award has been correctly updated in the PDS application system. Then, please write a check made payable to “Emory University” with your EMPL ID number written in the Notes section of your check and submit the check to the LGS office (you may also contact [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu) on how you may return the funds; we will provide instructions).

**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. The PDS awards follows the original budget and proposal, so they may not be used for other purposes. If you do need more funding, you may of course submit a new application for approval for the new budget and project.

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

A: Yes, this is a University-wide policy, which PDS follows, in order for you to be reimbursed. You may, at time of application, submit an *estimate* from another source (Google Flights, airlines, etc.), but at the time of purchase, you must use Emory Travel. Students with flight expenses in their applications will receive instructions in the “Comments” section of the notification e-mail for the next steps for purchasing flights.

**Q: Should I purchase the flight through Emory Travel before applying?**

A: No. We *highly* recommend the student wait until approval before incurring any expenses. Depending on the application, the student may be denied approval. Conference organizers plan for conferences many years in advance, and therefore the student should have plenty of time to collect the necessary documents to apply for PDS as early as possible. Students may always upload an estimate rather than the ticket for the PDS application. Do not purchase the flight prior to PDS approval.

**Q: What if I found a substantially cheaper flight elsewhere?**

A: Do not purchase the flight. Contact Emory Travel directly with a screenshot/information of what you have found with a comparison of the same itinerary with Emory Travel. They may work with you to provide the best price. Emory Travel: [travel@emory.edu](mailto:travel@emory.edu).

**Q: What document(s) do I need if the flight is upcoming and it has not yet been purchased?**

A: Prepare a PDF of flight estimate by one of the following methods:

1. Use Emory Travel Portal, showing the approximate cost of travel
2. Use another comparable search engine (e.g., from airlines directly, Google Flights, Expedia, Orbitz, etc.), showing the approximate cost of travel.

Remember that at the time of purchase, it must be through Emory Travel Portal. If a substantially cheaper flight was found elsewhere, please contact Emory Travel directly with screenshots of what you have found. They may be able to meet the lower price. Failure to use Emory Travel will mean that the flight reimbursement request will be denied (other parts of the application may still be eligible for funding). This is a University-wide policy for all flight reimbursements.

**Q: What document(s) do I need if I have already purchased the flight?**

A: As noted above we highly discourage this practice of purchasing a flight prior to approval. But if you have already purchased a flight, prepare a PDF of the flight cost through the Emory Travel Portal, showing your purchase through their system. This is the only accepted form of documentation for purchased flights. If a student uploads documentation of flight purchased outside of Emory Travel, it is not eligible for funding through PDS.

**Q: What if I have to stay extra days past the event date?\***

A: In the estimates, please show that your new date of travel is approximately the same as if you had traveled as soon as the event ended. For example, if your conference ends on 12/10 but you are flying on 12/16, you must submit documentation for (a) 12/10 and (b) 12/16 that show similar costs. If your later flight costs significantly more than the earlier flight, your request will only be reimbursed up to the cheaper flight amount. If you fail to provide documentation for both days, your PDS request for flights will not be funded.

\*PDS will cover flights and/or lodging up to 1 day before the first or 1 day after the last day of the conference or research/training without extra documentation. For example, if a conference ended on 12/10 and the flight is on 12/11, the application does not need to include two flight estimates.

If an application includes longer stays without extra documentation, only the periods outlined above (up to 1 day before the first day of the conference and up to 1 day after the last day of the conference) will be covered.

**Q: What if I need to fly back to Atlanta from a different city?**

A: In the flight estimates, please show that your new departure city cost is approximately the same as if you had traveled from the event. For example, if your conference is in New York, but you want to be covered for a flight back from Boston (NYC-BOS will not be covered by PDS), you must submit documentation for (a) NYC-ATL and (b) BOS-ATL that show similar costs. If your new location costs significantly more than the return from the original city, your request will be covered only up to the amount from the event location. If you fail to provide documentation for both locations, your PDS request for flights will not be funded.

**Q: What if I am attending different conferences or training/research experiences in two cities consecutively?**

A: You must submit two *separate* PDS applications (each with their respective forms included). For example: If you have a conference in Los Angeles, *then* a conference in San Francisco, you would include the following flight documentation:

- PDS Application #1: Flights from ATL-LAX-SFO (please write a comment noting that the LAX-SFO flight is to the event found in Application #2)
- PDS Application #2: Flight from SFO-ATL

Each application will be considered on its own. Approval of one does not mean an automatic approval of one; and a denial of one does not mean an automatic denial of the other.

**Q: What if I am splitting lodging with colleagues?**

A: Please make sure to upload a receipt with *your name* listed in the receipt. Without your name on the receipt, the lodging PDS request will not be funded. At time of checkout, please make sure to receive from the hotel (or AirBnb, etc.) a receipt that clearly shows your name as an occupant so that your program administrator can have the proper documentation to submit reimbursements through the system.

**Q: What if my receipts show foreign currency?**

A: If any included receipts show foreign currency, include an itemized list that converts all foreign currency expenses to USD (please include the given the current exchange rate at the time of application submission).

**Q: Can I get the LGS speedtype/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 smartkey numbers. The policy of your program determines whether or not flight pre-purchases are allowed.

**Q: Am I guaranteed PDS funds if I apply?**

A: No. PDS applications are reviewed and decided on based on completeness, validity, and merit of the proposal. The funds are made possible through generation donations to LGS and while all students are *eligible* for the funds, they are not guaranteed money in all circumstances.

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

A: Please refer to the PDS calendar above or the PDS website for the notification dates of any given PDS cycle.

**Q: I received an award but did not use the funds. What must I do to ensure that this unused award does not count against my lifetime balance?**

A: Please submit a PDS report to your program marking that you have declined the award so that your program administrator can update the PDS system with your new award at \$0. If the report is not submitted to the program administrator and uploaded by the PA, your balance in the system will not be correctly adjusted. [And if you have funds you need to return] Once you have submitted the report, please write a check made payable to “Emory University” with your EMPL ID number written in the Notes section of your check and please submit to the LGS office (you may also contact [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu) on how you may submit this check).

**Q: I received an application denial because it stated that I have used all of my funds for the academic year and/or the lifetime cap. But, I did not use all of the previous awards I received in the past, but I never submitted the reports. Can the application be reconsidered?**

A: We do not revisit denied applications. It is the student’s responsibility to make sure that their records and reports up to that point is up-to-date. Once the report has been submitted to your program, your graduate program administrator (PA) should edit your application to reflect the correct award amounts from past applications. You may then submit a new application for future cycles if the notification date of the application cycle is *before* the start date of the proposed conference, training, or research activity.

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

A: Your candidacy status follows the situation at the time of the application submission.

**Q: If I apply several cycles in advance for PDS conference funding but I will graduate before the conference takes place, could I still be eligible for PDS funds?**

A: No. If the student will graduate before the conference takes place, the student is not eligible to apply. For example, the student is graduating in Spring 2022 and plans to attend a conference during August 2022. As noted in the section “PDS Application: Conference” under the subsection “G. What happens if I am awarded funds?”, the student requests reimbursement at the graduate program level after the conference has concluded. By August 2022, the student has already graduated and is therefore no longer associated with the graduate program. This means that the student cannot request reimbursement for this conference.

**Q: Who is the graduate program administrator (PA)?**

A: Please visit the following webpage for the list of program administrators:

<https://gs.emory.edu/about/directors-staff>

**Q: If I apply several cycles in advance for PDS training or research funding but I will graduate before the training or research takes place, could I still be eligible for PDS funds?**

A: No. If the student will graduate before the training or research takes place, the student is not eligible to apply.

As noted in the sections “PDS Application: Training” and “PDS Application: Research,” PDS support is geared to support students to acquire training or engage in research activity essential towards their degree. If such activities are planned to take place after the student has graduated, it is no longer under the purview of the PDS program, which is meant to support graduate students.

**Q: Should I incur personal expenses first and then apply for PDS funds?**

A: No. We highly discourage this practice. Just like any external grant, an applicant should wait until the funds are approved before incurring any expenses. All students should wait until receiving the PDS application approval before spending the funds necessary to engage in the conference, training, or research activity.

**Q: If I have any questions about the PDS application process, should I email my DGS or the faculty advisor?**

A: No. Unless it is about receiving their approval and signature(s) to travel to the specific conference or to engage in the specific training or research activity, we recommend you either contact your graduate program administrator (PA) or contact us at [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu) with questions regarding the PDS application process.

**After reading the FAQ above, if you have any further questions, please feel free to contact us at [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu).**

## **Appendix**

### **Professional Development Support Funds – Expense 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 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.

#### **Travel 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 below, please contact [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu). We will consider the issue and provide guidance. We strongly encourage all students to submit any relevant questions before submitting an application. Resolving any questions may take some time, so please start preparing your application as early as possible before the deadlines.

Please keep the following general points in mind:

- If you receive a Laney Graduate School stipend during the time you will engage in the training or research, then it is expected that the stipend be used towards daily living expenses, whether you are staying in the Atlanta area or traveling to another location. Please refer to the FAQ section above regarding the stipend applied
- Please remember to justify all projected costs—explain why the training or research requires the particular expenses. The justifications need not be lengthy but they are required and they should show evidence that the projected costs are based on real needs with reasonable costs.



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 (See Emory Travel)</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, AirBnB, 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 (beyond 1 day) 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 (beyond 1 day) 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 (See Emory Travel)</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> <li>▪ Job interviews.</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> <li>PDS will not fund open-access expenses or other expenses related to publications.</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 expenses at the rate of 800\$ a month.</li> <li>Outside the U.S., an estimated amount for daily expenses using</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 that estimate and an explanation of how you arrived at it.</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> <li>The State Department daily expenses is inflated.</li> </ul>

Item	Eligible	Supporting Documents	Not Eligible
	information about local food and incidentals costs.		Do not use it as a budget justification.
<b>Local Transportation</b>	<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.</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>
<b>Taxes</b>			<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. These are withholdings that follow international tax laws and therefore PDS has no control over this process. PDS will not cover any taxes withheld for PDS awards and therefore students may not calculate additional taxes for their applications.</li> </ul>