Professional Development Support Funds Handbook
AY2022-2023

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Introduction

Welcome to the **AY2022-23** 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 funding 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 a funding application for other external funding agencies.

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.

For AY2022-23, the PDS application portal is slated to start receiving applications starting Sept. 1, 2022. Before this date, you will not be able to submit any applications.

Preliminary Information

- For all PDS applications, please apply as early as possible. The student must receive the approval notification email for PDS funding *before* the conference, training, or research begins (the timeline follows the notification dates listed on the PDS Calendar). 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. Applications for activities (conference, training, or research) that have already started or concluded are not eligible for PDS funding. **This information is indicated at the top of the PDS form signed by both the student and their faculty advisor.**

- 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 funding eligibility as all other programs. Those who have already received PDS funds prior to this year will have those funds counted against their lifetime eligibility.

- Applicants are eligible to be approved for the following (visit the FAQ section for details):
  - $8,000 lifetime research and training funding in any combination of competitive and non-competitive funds.
  - $5,000 total eligibility for non-competitive and competitive training/research funding. Beyond this point, the student must always apply for competitive training/research funding.
  - $2,500 conference funding (with candidacy limits, see FAQ); $2,500 non-competitive training funding; $2,500 non-competitive research funding. Successful competitive applications automatically subsume all remaining non-competitive lifetime eligibility for that category.

- **For 2022-23 (travelling internationally):**
  - For Fall 2022 (and possibly Spring 2023): 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 forms/documents for any external approval processes that may be in place separate from submitting a PDS application. Delays in submitting any required external forms or documents may result in a delay in your PDS application being reviewed.

- **Flights funded by PDS:** Should be purchased through Emory Travel CTM
  - **IMPORTANT INFORMATION REGARDING CTM**: For travelers who have never booked travel through Emory Travel (CTM) or have not booked since the start of the COVID-19 pandemic, the person must contact travel@emory.edu prior to gaining access to their travel profile on CTM. Each traveler is verified through the Emory system and once verified, Emory Travel will work to activate/re-activate the profile and the student will receive instructions on how to log-in to their profile on CTM. **If you have never booked travel through CTM or have not booked since the start of the COVID-19 pandemic, DO NOT attempt to log-in until you receive confirmation from Emory Travel.**

  - Emory Travel website: https://finance.emory.edu/home/travel/index.html
    We acknowledge that in some cases, it is desirable to purchase flights prior to approval for PDS funding. PDS will accept pre-purchased flights as the flight expense documentation, with the implicit acknowledgment from the student that they have not yet been approved for any funds. This policy also extends to other time-sensitive costs, such as lodging that must sometimes be booked, and paid for, in advance.

- For PDS Conference applications:
    - July 15, 2023 is the final cycle for 2022-23 (there is no August 15 cycle)
    - Conference organizations announce conferences many months in advance, so if a student intends to attend a conference in August 2023 or September 2023, they should submit their application by July 15 cycle (or earlier cycles).
    - Students may always apply ahead of time if they believe they might attend a conference and then if their plans have changed, they may decline the approval by submitting the appropriate PDS Report. We encourage students to keep up to date with their academic organizations and submit the PDS application for the appropriate PDS cycle.

- **Taxes:**
    - International student's PDS funding *may* be subject to tax withholdings, depending on the nature of their home country's tax treaty for PDS Conference, Training, and Research funds. 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 funds and therefore students may not calculate additional taxes for their applications. If you have questions about the tax implications, you should contact [Emory's tax office](#).

- All funds are disbursed directly to the student. PDS will not pay labs, the student's PI, or any other advisor. The student's graduate program administrator or designated staff member can assist the student in releasing the funds to the student once they have been approved for funding. After the application has been approved, please check with the graduate program administrator (PA), or another designated staff member responsible for processing PDS funds, regarding the disbursement of funds.

- Laney Graduate School PhD students are *eligible* for PDS funds provided for by generous donations to LGS, but the funds should not be viewed as guaranteed regardless of the circumstances. No PDS fund belongs to any individual student's account or exists as a balance for any specific student. Each applicant is *eligible* to be approved up to the various limits for the PDS funding categories listed above.

Professional Development Supports Funds 2022-23 Calendar

Please coordinate any external deadlines with the PDS deadlines and pay close attention to the deadline dates <u>and</u> notification dates when preparing your application. Students are not required to already be accepted into conferences, training activities, or research archives before applying, so students should apply as early as possible. Approved applicants may always decline the PDS funds by submitting a PDS Report to indicate that they no longer wish to accept the funding. <u>All applications (conferences and training/research opportunities) will be considered if the notification date of the current application cycle is before the start date of the proposed conference, training, or research opportunity</u>. If the activity will start during the current cycle or it has already concluded, it is not eligible for PDS funding. **This information is indicated at the top of the PDS application form signed by both the student and the student's advisor.**

Type of Application	Application Deadlines	Notification Dates
Conference	September 15	October 3
	October 15	November 1
	November 15	December 1
	December 15[1]	January 9
	January 15	February 1
	February 15	March 1
	March 15	April 3
	April 15	May 1
	May 15[2]	June 1
	June 15[2]	July 3
	July 15[3]	August 1

Type of Application	Application Deadlines	Notification Dates
Training and Research Non-competitive	September 23	October 14
	November 18	December 9
	January 27[1]	February 17
	March 24	April 14
	May 26[2]	June 16

Type of Application	Application Deadlines	Notification Dates
Training and Research Competitive	October 3	November 7
	February 6[1]	March 13

[1] Students graduating in Fall 2022 are not eligible to apply during this cycle and any cycles thereafter.
[2] Students graduating in Spring 2023 are not eligible to apply during this cycle and any cycles thereafter.
[3] Students graduating in Summer 2023 are not eligible to apply during this cycle.

Please note: If the proposed activity takes place after the anticipated graduation date, it will not be eligible for funding. See the FAQ section of the PDS Handbook for details.

How to Prepare Before Application Submission

1. **Submit PDS Report(s) for All Previously Approved PDS Applications**
    Ensure that you have submitted completed PDS Report(s) for all previously approved applications to your program administrator or staff person responsible for processing PDS funds and that they have confirmed that your past application(s) have been updated with these Report(s). Your current application will be disapproved if your previous application(s) are missing PDS Reports. This includes previously approved funding you no longer wish to use. It is the student's responsibility to make sure all previously approved PDS applications have the PDS Reports attached by their program administrator or program staff person.

2. **Check the Start Date of Your Conference/Research/Training**
    Check the start date of your proposed conference, training, or research activity and the notification dates listed on the PDS Calendar. Applications will be considered if the start date of the proposed conference, training, or research opportunity is after the notification date of the PDS cycle. If the activity will start during the current cycle or it has already concluded, it is not eligible for PDS funding.

3. **Download the Necessary Forms**
    For the forms listed in bold below, please visit: https://www.gs.emory.edu/professional-development/pds/apply.html (under the sidebar PDS Forms). Download the Conference, Training, or Research form that shows the current academic year. Ensure that all fields are completed and required signatures included. Prepare your PDS application by obtaining the following documents, depending on the type of application:

Conference:
*   A completed and signed **PDS Conference Participation** form
*   A PDF cover page or email from the conference organizer that <u>must include</u> the following information: (1) conference title; (2) conference dates; and (3) conference location. DO NOT upload the entire booklet.
*   <u>If</u> requesting PDS funds for lodging expenses: a completed **PDS Lodging Worksheet**
    o   Applications with missing Worksheet may not have lodging approved for PDS funding
*   Documentation for all other expenses (consult the PDS Expense and Budget Guidelines section for details)

Research (non-competitive or competitive):
*   A completed and signed **PDS Research Form** (non-competitive or competitive)
*   PDS research proposal prepared by the applicant
    o   The proposal***** must clearly address the questions from the PDS Research Form
*   Documentation for any expenses (consult the PDS Expense and Budget Guidelines section for details)

Training (non-competitive or competitive)
*   A completed **PDS Training Form** (non-competitive or competitive)
*   PDS training proposal prepared by the applicant
    o   The proposal***** must clearly address the questions from the PDS Training Form
*   Documentation for any expenses (consult the PDS Expense and Budget Guidelines section for details)

*Applications that do not explicitly address the proposal questions listed on the PDS Training or Research form will be automatically disapproved for any funding. Students may address each prompt as sub-sections.

Applications that involve international travel: Student must have the International Travel Form submitted and approved prior to approval of PDS funds. This is separate from the PDS application process: please visit the PDS homepage for details. A delay in submitting and receiving approval for this Form may result in a delay of your PDS application. For supplemental health insurance (if desired), please see the FAQ section of this Handbook.

What To Do After Application Submission

After the student has submitted their application, they should receive an email confirmation that they have submitted the PDS application. This email will include, among other details, the following information:
- Deadline of the current cycle
- Notification date of the current cycle
- Application type
- PDS application fund request amount

On the notification date listed, the student and the program administrator responsible for processing PDS funds should receive an email regarding the final approval or disapproval of the application.

If the student receives the approval email notification*, the student may pursue one of two options to complete their approved PDS application for the current cycle:

Option #1: Student accepts the approved funding:
1. Contact your graduate program administrator responsible for processing PDS funds and request that your approved PDS funds be disbursed to you. They will provide any specific instructions to process the PDS funds and may provide you with a general timeline on when you may expect to receive the funds.
2. Use the funds according to the original budget and attend/complete the conference, training, or research activity.
3. Download the latest version of the PDS Report.
4. Complete the PDS Report and submit the Report with any additional required documentation to your graduate program administrator (single file) to close out your application.**
5. Confirm that your program admin has updated your application record with the PDS Report.

Option #2: Student declines the approved funding:
It's possible that the student's plans have changed and so they longer wish to utilize the funds they have been approved for. In order to maintain an accurate record of all approved applications, please proceed as follows:
1. Download the latest version of the PDS Report and indicate on the PDS Report form that you are declining the approved funds.
2. Complete the PDS Report and submit the Report to your graduate program administrator to close out your application.**
3. Confirm that your program admin has updated your application record with the PDS Report.

*If the student was disapproved, they should read the comments section within the notification email that will indicate the reason for disapproval. The student should consult the FAQ section of this Handbook to see if they are eligible to resubmit for the next PDS cycle.
**The approved applicant may have received funds that they need to return (whether in part or in entirety). In such cases, please visit the FAQ section, under the specific question about returning unused PDS funds.

Please note: Students with outstanding PDS Reports may not be eligible for future PDS funding until all Reports for previously approved funds have been submitted and uploaded by their graduate program administrator. Confirm with your program administrator responsible for processing PDS funds, after you have submitted the PDS Report to them, to ensure they have updated your application record correctly by following the instructions exactly as indicated at the bottom of the Report form.

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 lifetime eligibilities. Any form of conference participation may be funded, subject to consent of the DGS (Director of Graduate Study) 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 PhD program at the expense of PDS conference funds you may need later when approaching the period when you will be seeking full-time employment and may need to attend conferences for important interviews.

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. The applicant must be enrolled in an eligible Emory doctoral program at the time of the conference.
2. The applicant must be in good standing at the time of the application, in the LGS as well as in their programs.
3. The applicant may not have more than one incomplete at the time of application.
4. The applicant must have submitted PDS Reports for all previous activities funded by PDS. This includes submitting a PDS Report to decline funding for previously approved applications. The exception to this policy is if the activity (conference, training, or research) has not yet been completed and the student should wait until the activity has concluded to submit the PDS Report.
5. The applicant must meet any program requirements, when applicable.
6. Conference activity must be approved for PDS funding before the start date of the conference.
NOTE: Students with outstanding PDS Reports may not be eligible for future PDS funding until all PDS Reports for previously approved funds have been submitted and uploaded by their graduate program administrator. An exception to this policy is if the activity (conference, training, or research) has not yet been completed and the student should wait until the activity has concluded to submit the PDS Report. If the student is disapproved because of missing PDS Reports even though they have submitted the Report already, then check with your program administrator responsible to make sure they updated your past application record correctly. The program administrator should follow the instructions exactly as indicated on the PDS Report form.

B. Support

1. Any type of conference participation is eligible for funding, 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 student's participation in this conference is appropriate.
2. Support is limited to travel to the conference site, conference registration, lodging costs, and other expenses. More information is available on the PDS Expense and Budget Guidelines section of this Handbook. Virtual conferences are also eligible for funding.
3. Conference activity must be approved for PDS funding before the start date of the conference.

C. Review

1. Applications are due on the 15th of the month and the applicant will usually receive the notification email after two weeks. For precise deadline and notification dates, please consult the PDS Calendar, available on the PDS website or in the above section of the PDS Handbook. **Please note**: There is no August 15 cycle.

2. The applicant uploads the complete PDS Conference Participation form reviewed and signed by the Advisor (and follows the specific PhD program's procedures, when appropriate). The signature lines may be signed electronically.

3. The applicant who is approved for PDS funding must submit to their graduate program administrator the PDS Report form (and any additionally required documentation) within 30 days after the end date of the conference.

4. Conference applications will be considered if the notification date of the application cycle is *before* the start date of the proposed conference. This information is also indicated at the top of the form signed by both the applicant and their advisor. See the FAQ section of this Handbook for more information.

D. How much conference funding am I eligible for?

For conferences the applicant has a lifetime eligibility of $2,500. There is no competitive conference funding. Once the student has exhausted the lifetime eligibility for conference funding, PDS will not fund any future conference activity.

   a) If you are not in candidacy: academic year limit of $650 for domestic conferences or $1,000 year limit for international conferences. **This value is total for the entire academic year of all combinations of conference applications.** For example, if the student received approval for $400 for a domestic conference during the academic year, the student is eligible to apply for up to $600 for a separate international conference during the same academic year (= $1,000 total).

   b) If you are in candidacy: there are no yearly limits.

   c) The PDS application cycles for conferences run from September 15 through July 15.

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 from the conference organizer 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), lodging costs, or other expenses. For more information, please see the PDS Expense and Budget Guidelines or FAQ sections of this Handbook for how to enter this information correctly.

   • Failure to include documentation for any extra budget items will result in these expenses being removed from consideration for PDS funding.

3. Explanation of any shared costs, including, but not limited to, lodging fares and rental cars. This includes reference to other colleagues who may be applying for the same costs at the same time.

4. PDS Lodging Worksheet (when applicable), available on the PDS website, under "Forms and Application".

5. Signatures from you and your advisor on the PDS Conference Participation form and any other signatures that may be 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.

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

1. Ensure that you have submitted completed PDS Report(s) for all previously approved applications to your program administrator or staff person responsible for processing PDS funds and that they have confirmed that your past application(s) have been updated with these Report(s).

2. PDS Conference applications should be submitted before your conference has started. If the conference starts before the current PDS cycle's notification date, it is not eligible for funding. Please see the FAQ for details.

3. It is best practice to apply as soon as you know you will be attending the conference. Conference organizations plan for their conferences many years in advance, so you should have the information necessary to apply on time.

4. 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 such cases, the student may correct any errors and submit again in the next cycle prior to the start of the conference.

- For example, if the conference begins on February 10, 2023, we recommend submitting by the December 15 deadline (two cycles prior). If the applicant receives a disapproval notification on January 9, they may resubmit by January 15 to be approved on February 1. If the applicant resubmits by February 15 deadline, the application is not eligible for PDS funding since the conference would have already started before the student is notified about this application.

5. Conference applications will be considered if the notification date of the application cycle is *before* the start date of the proposed conference.

G. What happens after I submit the application?

Please visit the section in this Handbook, What To Do After Application Submission.

How to Submit Applications on ApplyWeb (Conference)

The following information applies for all PDS Applications until you select Conference on the second page and continue with your application process.

Please read the prompts carefully and make sure all information is accurate.

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 U.S. Citizen

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 United States

Email Change Email

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

PhD Program

Student/Employee ID

Are you currently receiving stipend support at Emory?

At the time of application, what year in the PhD program are you?

When is your anticipated graduation term/year? Term Year

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.

Save   Save & Exit   Next Page >

Please read the prompts carefully and make sure all information is accurate.

Pre-Qualification

Are you in good standing?

Students must be in good standing to apply for and receive PDS funds. Examples of good standing include but are not limited to having a GPA greater than 2.7; not being on probation, and meeting academic standards set by their academic program. If you do not know if you are in good standing, please ask your DGS or email LGS.studentaffairs@emory.edu to confirm your standing before submitting the PDS application. Note that if a student is not in good standing and still applies for or receives PDS funds, the student will be in violation of the LGS Code of Conduct.

Are you confirmed presenting at a conference or at another event?

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

This application is for Conference

Conference Dates

Start date / / (mm/dd/yyyy)

End date / / (mm/dd/yyyy)

< Previous Page   Save   Save & Exit   Next Page >

Please read the prompts carefully and make sure all information is accurate.

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 line item only if you are driving your own car. For the current mileage rate, please refer to the PDS Handbook from the current academic year. You may not claim mileage and gas simultaneously. For rental cars and gas for rentals, use the "Other" expenses line below.)

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

Flight
(Flight MUST be booked through Emory Travel. Exceptions must be approved in advance by Emory Travel: travel@emory.edu and LGS.profdev@emory.edu. To access Emory Travel portal, please visit: https://finance.emory.edu/home/travel/index.html)

Flight documentation upload
Accepted File Types: txt, pdf, rtf, doc, docx
[Choose File] No file chosen
(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.)

Lodging

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

Lodging worksheet
Accepted File Types: txt, pdf, rtf, doc, docx
[Choose File] No file chosen

Registration fees

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

Other

PDS Lodging Worksheet Form (2022-23)

(1) [Only if driving] Please visit 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 * $0.585 [Year 2022 rate] = $234).

Total mileage documentation: Upload a website PDF (e.g., Google Maps) showing the distance from Emory University to your destination with the total cost clearly shown. **NOTE**: You may not submit mileage costs and gas together.

(2) If requesting PDS funds for lodging expenses the application must include the Lodging Worksheet found on the PDS webpage:

The estimate or actual receipt for your lodging may be uploaded here as the Lodging documentation upload. If you are sharing a room, please make sure at check-out to have your name included on the final receipt for your own records.

NOTE: PDS is eligible to fund 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 PDS 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
(Use this line item only if you are driving your own car. For the current mileage rate, please refer to the PDS Handbook from the current academic year. You may not claim mileage and gas simultaneously. For rental cars and gas for rentals, use the "Other" expenses line below.)

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

Flight
(Flight MUST be booked through Emory Travel. Exceptions must be approved in advance by Emory Travel: travel@emory.edu and LGS.profdev@emory.edu. To access Emory Travel portal, please visit: https://finance.emory.edu/home/travel/index.html)

Flight documentation upload   Accepted File Types: txt, pdf, rtf, doc, docx   [Choose File] No file chosen
(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.)

Lodging

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

Lodging worksheet   Accepted File Types: txt, pdf, rtf, doc, docx   [Choose File] No file chosen

Registration fees

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

Other

Budget Total

Total Request Amount
(Please enter the amount of PDS funds you are requesting. This amount may be less than the amount above, based on PDS limits.)

Advisor signature page   Accepted File Types: txt, pdf, rtf, doc, docx   [Choose File] No file chosen
(Always use the latest version that is available on the PDS webpage)

Proposal/conference information upload   Accepted File Types: txt, pdf, rtf, doc, docx   [Choose File] No file chosen

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

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

(4) Other expenses such as food can be entered here as Other expenses. You must provide documentation for this in the form of estimates (always in USD). You may also add other expenses, such as a car rental; ensure your name is listed on the bill. Please keep an accurate record of all receipts. **These expenses should always include a documentation upload.**

(5) Enter the Budget Total amount of all expenses above and then enter the Total Request Amount for PDS funding. This latter amount may vary from the Budget Total due to candidacy limits or lifetime eligibility limits.

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

(7) Advisor signature page is always required, which is the PDS Conference Participation – Advisor Signature Page (available on the PDS website under Forms and Application). 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 page in the application website, your e-signature indicates that you have completed your PDS Conference application.

*Submit the PDS Conference Report to your program administrator once the activity has concluded. Students with outstanding PDS Reports may not be eligible for future PDS funding until all PDS Reports for previously approved funds have been submitted and uploaded by their graduate program administrator.

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 PDS training funds, but the eligibility is dependent on the total amount of previously approved funds (both in the non-competitive and competitive categories). Once the student's cumulative approved PDS funds (i.e., past training funds plus the current request) for support exceed the non-competitive eligibility total of $2,500, the student must apply for competitive funding.

Competitive applications are judged by a multi-disciplinary faculty committee. Funding is 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. Due to the limited total budget available, not all applications will be funded, and in some cases, students may receive partial funding for their application.

Successful competitive applications automatically subsume the remaining non-competitive lifetime eligibility 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. The applicant must have submitted PDS Reports for all previous activities funded by PDS. This includes submitting a PDS Report to decline funding for previously approved applications. The exception to this policy is if the activity (conference, training, or research) has not yet been completed and the student should wait until the activity has concluded to submit the PDS Report.
5. Applications for competitive PDS funding must include copies of the PDS Reports for all previously funded training and research activity. These PDS Reports will be considered by the review committee.
6. Training activity must be approved for PDS funding before the start date of the training.
NOTE: Students with outstanding PDS Reports may not be eligible for future PDS funding until all PDS Reports for previously approved funds have been submitted and uploaded by their graduate program administrator. An exception to this policy is if the activity (conference, training, or research) has not yet been completed and the student should wait until the activity has concluded to submit the PDS Report. If the student is disapproved because of missing PDS Reports even though they have submitted the Report already, then check with your program administrator responsible to make sure they updated your past application record correctly. The program administrator should follow the instructions exactly as indicated on the PDS Report form.

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 an email to LGS.profdev@emory.edu with specific information about the event along with any website links, if available.

4. Eligible expenses include tuition and transportation. Where the training takes place away from Emory and the student is not receiving stipend support, lodging expenses for the duration of the training may be fully eligible for PDS funding. If a student receives a graduate school stipend during the period of training, support for lodging will be pro-rated. More information is available in the PDS Expense and Budget Guidelines and FAQ sections regarding the "Amount of stipend applied" field in the online portal.

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. Once a student's cumulative support exceeds $2,500, the student must apply for competitive PDS funding (in some cases, if the student has already received previous competitive funding in training or research categories, the $2,500 eligibility may not apply; please see the FAQ section for details).

3. 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.

4. 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.

5. 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.

6. Training/research applications will be considered if the notification date of the application cycle is *before* the start date of the proposed training/research. This information is also indicated at the top of

the form signed by both the applicant and their advisor. See the FAQ section of this Handbook for more information.

7. Students who receive PDS funds must submit the PDS Report on the use of the funds, including a brief narrative of the training, within 30 days of the completion of the training. These reports should be submitted to the program administrator and should be uploaded to the online PDS application system by the designated program administrator.

NOTE: Students with outstanding PDS Reports may not be eligible for future PDS funding until all PDS Reports for previously approved funds have been submitted and uploaded by their graduate program administrator. An exception to this policy is if the activity (conference, training, or research) has not yet been completed and the student should wait until the activity has concluded to submit the PDS Report.

D. How much training funding am I eligible for?

For training you may be eligible to receive up to $2,500 (non-competitive), given certain conditions:
a. There is no academic year limit according to (non)-candidacy. Students are eligible to apply for the full eligible amount at any time during the PhD program.
b. Once you have reached your non-competitive limit of $2,500, you must apply for 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 in non-competitive funds and the application is for $2,000, you must still apply for competitive funding because the application exceeds the $2,500 non-competitive eligibility.
d. These non-competitive limits are set; there are no exemptions to these limits.
e. There is a $5,000 total eligibility for non-competitive and competitive training/research funds. Any amount beyond this, the student must apply for competitive funding (even if the student was not approved for $2,500 total non-competitive research funds to-date; see the FAQ section for details).

E. What does each training application require?

1. A thorough proposal of the training you intend to acquire. Please see the PDS Training Form, available on the PDS webpage, for how to craft your proposal. A proposal for competitive applications may require longer elaboration. Failure to address the prompts listed in the PDS Training Form 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 PDS Expense and Budget Guidelines section in this Handbook.

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 PDS Training Form and any other signatures your program requires.

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**] Please append CV to your training/research proposal and upload as single file.

The faculty member only needs to submit PDS Competitive Application – Faculty Support Document (available on the PDS webpage under PDS forms) in lieu of the letter of support.

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

1. Ensure that you have submitted completed PDS Report(s) for all previously approved applications to your program administrator or staff person responsible for processing PDS funds and that they have confirmed that your past application(s) have been updated with these Report(s).

2. All training and research, both competitive and non-competitive, must be applied for *before* you intend to carry out your training or research activity.

3. With this in mind, it is ideal to apply at least two cycles ahead of the intended timeframe to carry out the training or research activity. In case the initial application is denied, the student has time to apply for the next PDS Training/Research cycle. All training/research applications will be considered if 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 on the PDS webpage.

4. 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 or research proposal.

G. What happens after I submit the application?

Please visit the section in this Handbook, What To Do After Application Submission.

H. What if I need to decline the entire approved PDS funds?

1. Complete the PDS Report available here. Indicate that you are declining this specific PDS funding and add the reason for declining, if applicable.

2. Submit the PDS Report to your program administrator (PA) or staff member who is responsible for processing PDS applications in your program. They should update your original application to show the correct PDS funding amount (e.g., if the student declined in full, it should be updated to $0).

I. What if I need to return funds I already received?

Please visit the FAQ section under the question regarding returning unused funds.

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

The initial pages of the online application portal are similar to conference applications such as lodging and flights; see the screenshots and details in the section above, How to Submit Applications on ApplyWeb (Conference). But also, please notice the additional details in the application portal that are discussed in the section below, How to Submit Applications on ApplyWeb (Training or Research).

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. In some cases, however, students face extraordinary costs of conducting research. For example, they must travel to archives or research sites, they must administer surveys, or they must provide payment incentives for research participants.

There is no limit on the number of times a student may receive PDS research funds, but the eligibility is dependent on the total amount of previously approved funds (both in the non-competitive and competitive categories). Once the student's cumulative approved PDS funds (i.e., past research PDS funds plus the current request) for research support exceed the non-competitive eligibility total of $2,500, the student must apply for competitive funding.

Competitive applications are judged by a multi-disciplinary faculty committee. Funding is 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. This process is highly competitive and only a select number of applications will be funded. Due to the limited total budget available, not all applications will be funded, and in some cases, students may receive partial funding for their application.

Successful competitive applications automatically subsume the remaining non-competitive lifetime eligibility 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. The applicant must have submitted PDS Reports for all previous activities funded by PDS. This includes submitting a PDS Report to decline funding for previously approved applications. The exception to this policy is if the activity (conference, training, or research) has not yet been completed and the student should wait until the activity has concluded to submit the PDS Report.
5. Applications for PDS funding that require competitive review must include copies of the reports on all previously funded training and research activity. These reports will be considered by the review committee.
6. Research activity must be approved for PDS funding before the start date of the research.
NOTE: Students with outstanding PDS Reports may not be eligible for future PDS funding until all PDS Reports for previously approved funds have been submitted and uploaded by their graduate program administrator. An exception to this policy is if the activity (conference, training, or research) has not yet been completed and the student should wait until the activity has concluded to submit the PDS Report. If the student is disapproved because of missing PDS Reports even though they have submitted the Report already, then check with your program administrator responsible to make sure they updated your past application record correctly. The program administrator should follow the instructions exactly as indicated on the PDS Report form.

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 may include reasonable living expenses for the duration of the research. Where the research takes place away from Emory and the student is not receiving stipend support, lodging expenses for the duration of the training may be fully eligible for PDS funding. If a student receives a graduate school stipend during the period of research activity, support for lodging will be pro-rated. More information is available in the PDS Expense and Budget Guidelines and FAQ sections regarding the "Amount of stipend applied" field in the online portal.

3. Support is available for research that is essential to a student's progress towards degree.

NOTE: Language training is <u>not</u> eligible for funding under the "Research" category. Students should apply under the PDS Training category only.

C. Review

1. Students submit complete applications to the Laney Graduate School for review and approval.

2. Once a student's cumulative support exceeds $2,500, the student must apply for competitive PDS funding (in some cases, if the student has already received previous competitive funding in training or research categories, the $2,500 eligibility may not apply; please see the FAQ section for details).

3. 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.

4. 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.

5. 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.

6. Training/research applications will be considered if the notification date of the application cycle is *before* the start date of the proposed training/research. This information is also indicated at the top of the form signed by both the applicant and their advisor. See the FAQ section of this Handbook for more information.

7. Students who receive PDS funds must submit the PDS Report on the use of the funds, including a brief narrative of the training, within 30 days of the completion of the training. These reports should be submitted to the program administrator and should be uploaded to the online PDS application system by the designated program administrator.

NOTE: Students with outstanding PDS Reports may not be eligible for future PDS funding until all PDS Reports for previously approved funds have been submitted and uploaded by their graduate program administrator. An exception to this policy is if the activity (conference, training, or research) has not yet been completed and the student should wait until the activity has concluded to submit the PDS Report.

D. How much research funding am I eligible for?

For research you may be eligible to receive up to $2,500 (non-competitive), given certain conditions:

a. There is no academic year limit according (non)-candidacy. Students are eligible to apply for the full eligible amount at any time during the PhD program.
b. Once you have reached your non-competitive limit of $2,500, you must apply for 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 in non-competitive funds and the application is for $2,000, you must still apply for competitive funding because the application exceeds the $2,500 non-competitive eligibility.
d. These non-competitive limits are set; there are no exemptions to these limits.
e. There is a $5,000 total eligibility for non-competitive and competitive training/research funds. Any amount beyond this, the student must apply for competitive funding (even if the student was not approved for $2,500 total non-competitive training funds to-date; see the FAQ for details).

E. What does each research application require?

1. A thorough proposal of the research you intend to conduct. Please see PDS Research Form, available on the PDS webpage, for how to craft your proposal. A proposal for competitive applications may require longer elaboration. Failure to address the prompts listed in the PDS Research Form 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 PDS Expense and Budget Guidelines section in this Handbook.
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 PDS Research Form and any other signatures your program requires.
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**] Please append CV to your training/research proposal and upload as single file.
The faculty member only needs to submit PDS Competitive Application – Faculty Support Document (available on the PDS webpage under PDS forms) in lieu of the letter of support.

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

1. Ensure that you have submitted completed PDS Report(s) for all previously approved applications to your program administrator or staff person responsible for processing PDS funds and that they have confirmed that your past application(s) have been updated with these Report(s).
2. All training and research, both competitive and non-competitive, must be applied for *before* you intend to carry out the training or research activity.
3. With this in mind, it is ideal to apply at least two cycles ahead of the intended timeframe to carry out the training or research activity. In case the initial application is denied, the student has time to apply for the next PDS Training/Research cycle. All training/research applications will be considered if 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 on the PDS webpage.
4. 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 or research proposal.

G. If I mark "YES" on the Research Form (competitive or non-competitive) for IRB, IACUC, RCC, or Other, what is required?

1. If your research requires certification for these categories, you may upload an initial IRB submission documentation under the "IRB certification" upload field on the online application portal.

2. Your application, however, may not receive final PDS approval until you submit the final official approval documentation from the official research oversight committee to LGS.profdev@emory.edu. Please include in this email the following information:

- Your full name
- The deadline date of your original application
- A PDF file of the final approval documentation from the research oversight committee for this specific research project

H. What happens after I submit the application?

Please visit the section in this Handbook, What To Do After Application Submission.

I. What if I need to decline the entire approved PDS funds?

1. Complete the PDS Report available here. Indicate that you are declining this specific PDS funding and add the reason for declining, if applicable.

2. Submit the PDS Report to your program administrator (PA) or staff member who is responsible for processing PDS applications in your program. They should update your original application to show the correct PDS funding amount (e.g., if the student declined in full, it should be updated to $0).

J. What if I need to return funds I already received?

Please visit the FAQ section under the question regarding returning unused funds.

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

The initial pages of the online application portal are similar to conference applications (such as lodging and flights; see the graphic and details in the section above, How to Submit Applications on ApplyWeb [Conference]) but please notice the additional details on the application portal that are discussed in the next section below, How to Submit Applications on ApplyWeb (Training or Research).

How to Submit Applications on ApplyWeb (Training or 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. Pro-rate partial months.)

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

Total Request Amount
(Please enter the amount of PDS funds you are requesting. This amount may be less than the amount above, based on PDS limits.)

Advisor signature page
(Always use the latest version that is available on the PDS webpage)

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

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

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

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

(1) For training/research, students (receiving an LGS stipend during the time of the PDS application) must apply their stipend using $800/mo to the Amount of stipend applied field, *when requesting room/board expenses* to be covered by PDS funding. For more information, please consult the FAQ section under the question, [For training/research applications]: What is the section 'Amount of stipend applied'?

(2) Enter the Budget Total of all budget expenses listed prior to this section and enter the Total Request Amount for PDS funding.

(3) 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." Please use the current academic year's version and make sure all information has been entered accurately and required signatures obtained (either PDS Research or PDS Training Form).

(4) Upload an IRB Certification, if applicable. If you marked "Yes" under any of the review certifications on the PDS Research Form, you must upload the proper certification form here.

(5) Include the Proposal upload that answers the questions found on the PDS Research or PDS Training Form. Please address 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 clearly will lead to the application being denied. You must include on the last page of the proposal an itemized budget of all costs (in US dollars only).

After this webpage, your e-signature indicates that you have completed your PDS Training or Research Application submission.

*Submit your PDS Training or Research Report to your program administrator once the training or research activity has concluded. Students with outstanding PDS Reports may not be eligible for future PDS funding until all PDS Reports for previously approved funds have been submitted and uploaded by their graduate program administrator.

PDS Expense and Budget Guidelines

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

Conference Participation Funding
The eligible expenses for PDS Conference funding consist of the following: 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 Funding
Since the circumstances of these PDS funds 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.

If you are considering including an item in your budget which is not covered in the table below, please contact 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, including lodging, whether you are staying in the Atlanta area or traveling to another location. Please refer to the FAQ under the specific question, [For training and research PDS applications]: What is the section "Amount of stipend applied" that is found in the ApplyWeb application portal?.
- Please remember to provide justification for all projected costs—explain why the training or research requires the listed 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.
- Airfare funded by PDS should always be purchased through Emory Travel: https://finance.emory.edu/home/travel/index.html
  - While we highly recommend students wait until approval before purchasing flights, we acknowledge that in some circumstances, it may be in the best interests of the student to purchase flights in advance. Therefore, pre-purchased flights through Emory Travel may be submitted and remain eligible for PDS funding, *with the implicit acknowledgment from the applicant that they have not yet been approved for any PDS funding*. See the relevant questions in the FAQ below for more information.

Expenses without any supporting documentation may be removed from consideration for PDS funding.
- All expenses should have clear supporting documentation or table summary to show the expenses.
- All expenses must be converted to USD on the PDFs uploaded (insert a small table or a second page that shows the conversion rate to USD).

Item	Eligible	Supporting Documents to Submit When Applying	Not Eligible
Conference Participation Support			
Travel	▪ 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. ▪ Mileage costs for driving to a conference that is not in Atlanta, at the current university rate (See Emory Travel).	▪ Print-out or screenshot(s) of relevant reservation or other price quotes for flights. ▪ A Google or other map that indicates the distance to be driven ****For mileage costs, provide a table of total miles driven, with the current IRS rate calculated (2022 = $0.585/mile).**	▪ Pre purchased gas with car rental. ****If seeking mileage costs, gas costs may not be included.** ▪ Travel for conference in the Atlanta area ▪ Any extra days (beyond 1 day) before or after the conference dates. See the FAQ for some flexibility on this point.
Lodging	▪ Hotel costs, AirBnB, or other lodging costs.	▪ Print-out of hotel reservation or other relevant price quotes. ▪ PDS Lodging Worksheet must be included for any lodging expenses. Applications that are missing the Lodging Worksheet may have the lodging expense removed from consideration for PDS funding.	▪ Non-budget hotel/lodging. E.g., students should not request PDS funding for a premium suite in a luxury hotel. ▪ Any extra days (beyond 1 day) before or after the conference dates. ▪ Lodging for conferences in the Atlanta area.
Registration Fees	▪ The fee for registering as a participant or attendee in a conference.	▪ Conference announcement with registration cost.	▪ Membership fee in the conference organization.
Other Expenses	▪ This money is intended to support the cost of meals, local transportation (bus, subway, airport shuttle), and other incidentals (tips, service charges, etc.). ****If submitting any expenses in this category, the student must submit at least a table or estimate of these expenses. A request for Other Expenses with no documentation or clear explanation may be removed for consideration for PDS funding.**	▪ Estimates of specific daily expenses, using screenshots from Uber, other transportation websites, and/or per diem budget at reasonable rate. ▪ Receipts may need to be submitted to the student's own PhD program administrators after student's return from their conference.	▪ Any extra days (beyond 1 day) before or after the dates of the conference.

Item	Eligible	Supporting Documents to Submit When Applying	Not Eligible
		Consult with your own program regarding their policy around receipts. **We recommend students keep an accurate record of all receipts. They do not need to be submitted in order to receive the PDS funds, but it is best practice to maintain receipts for your PDS-funded activities**.	

Training and Research Support

Item	Eligible	Supporting Documents to Submit When Applying	Not Eligible
Travel	■ The cost of travelling from Atlanta to the location of the training or research, by plane (coach fare), train or bus. ■ Mileage costs for driving to a training or research location that is not in Atlanta, at the current university rate.	■ Print-out or screenshot(s) of relevant reservation or other price quotes for flights. ■ A Google or other map that indicates the distance to be driven ■ **For mileage costs, provide a table of total miles driven, with the current IRS rate calculated (2022 = $0.585/mile).**	■ The cost of travelling within the Atlanta area. ■ Pre purchased gas with car rental. **If seeking mileage costs, gas costs may not be included.** ■ Any extra days (beyond 1 day) before or after the training or research dates. See the FAQ for some flexibility on this point. ■ Job interviews.
Tuition and Other Fees	■ Tuition or registration fees for courses, workshops or other training occasions. ■ Fees for the use of research facilities such as laboratories, archives, etc. ■ Fees charged by tutors or other instructors.	■ Tuition and fee schedules. ■ If a course offers scholarships to some students and you are eligible, please submit some evidence that you have applied for external funding (a copy of an application cover sheet, e.g.).	■ Books or other materials needed for courses, workshops or other training occasions. ■ Taxes associated with particular international treaties. ■ Trainings that are unrelated to student's progress to degree. **For applications involving language training**: PDS will not fund language training under the PDS "Research" category. The student must apply under the "Training" category.

Item	Eligible	Supporting Documents to Submit When Applying	Not Eligible
Research Equipment	▪ In general, PDS funds will not support the purchase of equipment. ▪ 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. ▪ 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.	▪ Documentation of the features and price of the item. ▪ Justification for why this item is necessary for the research. ▪ If the research is conducted at Emory, the applicant must provide evidence that the item is not available at Emory or is not available to the student.	▪ Items that need to be used in the research but which are also generally useful outside the research activity. ▪ Examples include laptop or other portable computers, tablets, cameras, software, common lab equipment, etc. ▪ Office supplies (pens, notebooks, etc.).
Other Research Costs	▪ Transcription ▪ Participant incentives ▪ Duplication of forms ▪ Reproduction of archive materials, up to $200 ▪ Cloud computing	▪ 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. ▪ Documentation showing that incentives are at a customary level. ▪ Documentation of duplication costs.	▪ Duplication of research articles or other background materials ▪ PDS will not fund open-access expenses or other expenses related to publications. ▪ PDS will not fund expenses related to teacher training.
Lodging	▪ If you receive a Graduate School stipend during the time for which you seek PDS funding, it should be used to cover lodging expenses. ▪ If a course, workshop, laboratory etc. offers housing at a special rate (in dormitories or other	▪ Cost schedules from the location of training or research. ▪ Hotel cost schedules, including some comparisons of suitable options.	▪ Housing in the Atlanta area or in your primary residence. ▪ Non-budget/regular hotel rooms (e.g., a high-cost suite would not be eligible for PDS funding). ▪ Costs of an apartment here in Atlanta that you

Item	Eligible	Supporting Documents to Submit When Applying	Not Eligible
	places), you are expected to use that housing. ▪ If possible, we expect you to share a room. ▪ For short-term stays, hotel costs at budget hotels. ▪ For longer term stays, reasonable rental costs for student rooms or similar accommodations.		choose to retain while you are away conducting research or engaging in training.
Daily Expenses	▪ If you receive a Graduate School stipend during the time for which you seek PDS funding, it should be used to cover living expenses at the rate of $800 a month. ▪ Outside the U.S., an estimated amount for daily expenses using information about local food and incidentals costs.	▪ 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. **If submitting any expenses in this category, the student must submit at least a table or estimate of these expenses. A request for Daily Expenses with no documentation or explanation may be removed for consideration for PDS funding.**	▪ Living/lodging costs in the Atlanta area. ▪ Living/lodging costs for long-term stays based on restaurant costs. The State Department daily expenses is inflated. Do not use it as a budget justification.
Local Transportation	▪ In general, the daily expenses allocation is expected to cover local transportation (bus, subway, etc.). ▪ If local transportation requires other means – purchasing a bicycle, traveling by taxi, renting a car, or other arrangements – then these are eligible expenses. ▪ Travel in the extended area of the training or research	▪ If local transportation requires special arrangements, explain and document why those arrangements are necessary. Plausible justifications include personal safety. ▪ If you need to travel in the extended area of the training or research, explain why such travel is necessary.	▪ Local transportation in the Atlanta area. ▪ When mass transit is available, the presumption is that it will be used, and other arrangements need to be justified. ▪ Local transportation unrelated to the research or training (e.g., tourism or visiting).

Item	Eligible	Supporting Documents to Submit When Applying	Not Eligible
	location – train travel and similar things.	▪ Locate information that helps you develop a reasonable estimate for the location in question and provide that estimate and an explanation.	
Taxes			• International student's PDS funding 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 funds and therefore students may not calculate additional taxes for their applications. If you have questions about the tax implications, you should contact Emory's tax office.

Frequently Asked Questions (FAQ)

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 – including the Conference Participation Form or Research/Training Form, and
other supporting documentation for all expenses.
2. For the PDS Conference Participation, Research, or Training Forms: please obtain signatures from your
faculty as required. Applications missing this form or missing signatures will be automatically denied. For
your supporting documentation please scan the appropriate items and produce the appropriate PDFs.
One PDF will be required for each budget item.
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 may not allow
you to continue to final submission.
5. You will receive a confirmation email from the PDS system once it has been submitted. This
confirmation email includes the date when you should expect to receive the email notification regarding
the approval/disapproval of your application. The stated conference, training, or research activity should
not begin until after this notification date.
Please note: Students with outstanding PDS Reports may not be eligible for future PDS funding until all PDS
Reports for previously approved funds have been submitted and uploaded by their graduate program
administrator.

Q: What things should I consider before I apply?

1. You must be in good standing with the LGS.
2. Please follow the funding guidelines discussed in the Budget Guidelines section of this Handbook.
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 Emory
University.
5. Note the PDS Calendar with the deadline and notification dates for each cycle. PDS will not fund
activities (conference, training, or research) that have begun or ended before the current PDS cycle's
notification date. If your activity will start before the stated notification date of the current cycle, it is
not eligible for PDS funding.
6. For all applications, aim to include a single summary table that clearly shows your total budget and
requested PDS amount.
7. Ensure that you have submitted completed PDS Report(s) for all previously approved applications to
your program administrator or staff person responsible for processing PDS funds and that they have
confirmed that your past application(s) have been updated with these Report(s).
Please note: Apply as early as possible. When applying to any other funding programs, 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 other requirements do I need to meet as I am applying?

Like other funding applications, it is imperative you follow the specific requirements to ensure your applications are complete and thorough. This includes all supporting documentation, signatures, and a proposal written for an interdisciplinary audience (for competitive and non-competitive research and training applications). In addition, being thorough also includes pre-planning for all types of PDS funded activity: training, research, and conferences. Please note the following:

1. Include all signatures that are required for your PDS application, including *your* signature. Lack of signatures will result in an automatic denial of the PDS application.
2. Consult with the funding guidelines for each PDS application type available in the Budget Guidelines section of this Handbook.
3. Supply complete documentation for each 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 PDS Lodging Worksheet will help you provide these details). All foreign currency should include information about conversion rate to USD.
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: *not* including 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. It also means that if there are several different types of expenses, you should include a summary table of all expenses so that your total budget is clear.

Q: What is the $2,500 lifetime eligibility?

A: All students are *eligible* to be approved up to $2,500 each in PDS conference, training, or research funds.

Please note: If you do not know your eligibility for PDS funds, please send an email request for your PDS application history (conference, training, and/or research) to LGS.profdev@emory.edu with: (1) your full name and (2) your Student/EMPL ID number. You will be provided a list of your approved funding to-date so that you can determine your lifetime eligibility for any given PDS category.
If you did not complete and submit PDS Reports for previously approved applications to your program administrator responsible for processing PDS funds, the information you may receive from our office may be inaccurate. Please submit the PDS Reports within 30 days after completion of your conference, training, or research activity.

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

If you <u>are not</u> in candidacy:

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

If you <u>are</u> in candidacy

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

This value is <u>total</u> for the entire academic year of all combinations of conference applications. For example, if the student received approval for $400 for a domestic conference during the academic year, the student is eligible to apply for up to $600 for a separate international conference during the same academic year (= $1,000 total). **Please note**: The application portal may not allow you to submit a PDS funding request larger than these limits if you are not in candidacy. There are no candidacy limits for Training or Research applications, so students are eligible to apply for the full $2,500 for Training or Research PDS funding starting Year 1.

Q: What is the $5,000 total eligibility for non-competitive and competitive research or training funds, the point at which students must always apply for <u>competitive</u> funding?

A: All students have a lifetime eligibility of $5,000 *total* of competitive and non-competitive training or research funds. All requests thereafter must be for <u>competitive</u> funding. See the examples below as reference:

Example #1: 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 <u>research</u> funds?** (The student has not been approved for any non-competitive research funds to-date)
>> No. The approved competitive application automatically subsumes the remaining eligibility in non-competitive research funds.

> **Can this student apply for $500 non-competitive <u>training</u> funds?**
>> No. This exceeds the $2,500 lifetime eligibility for non-competitive training funds, so the student must apply for *competitive* funds. They may, however, apply for up to $300.

> **Can this student apply for $500 non-competitive <u>research</u> funds?**
>> No. The approved competitive application automatically subsumes the remaining eligibility in non-competitive research funds.

> **Can this student apply for competitive training or research funds?**
>> Yes. The student has been approved $4,500 to-date and is eligible to apply for up to $3,500 in competitive funding ($4,500 + $3,500 = $8,000 max). See the next question below for eligibility questions about the $8,000 lifetime eligibility.

Example #2: Student received $2,000 *non-competitive training* funds and $2,800 *competitive research* funds to-date (currently at $4,800 total combination of all forms of research and training funds).

> **Can this student apply for $500 non-competitive <u>training</u> funds?** (The student has been approved $2,000 in non-competitive training funds to-date)
>> No. $500 would exceed the $5,000 total ($4,800 previously + $500 = $5,300). The student may apply for $200 in non-competitive training funds.

> **Can this student apply for non-competitive <u>research</u> funds?** (The student has not been approved for any non-competitive research funds to-date)
>> Yes. The student is eligible to apply for up to $200 total in non-competitive research funds. This amount would result in the student having received $5,000 total in non-competitive and competitive training/research funding.

Q: What is the $8,000 lifetime eligibility for non-competitive <u>and</u> competitive training/research funds?
A: All students have a total lifetime eligibility of $8,000 of training and research funding in any combination of competitive or non-competitive funds. No exceptions will be made to this policy.

<u>Example</u>: 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 <u>research</u> funds?** (The student has not been approved for any non-competitive research funds to-date)
>> No. The approved competitive application automatically subsumes the remaining eligibility in non-competitive research funds.

> **Can this student apply for $100 non-competitive <u>training</u> funds?** (The student has been approved $2,400 in non-competitive training funds to-date)
>> No. The student has already exceeded the $5,000 total of non-competitive and competitive funding. All applications thereafter must be for competitive funding.

> **Can this student apply and be approved for $2,500 competitive <u>training</u> funds?**
>> No. This exceeds the $8,000 lifetime eligibility. The student is eligible to be approved up to $1,800 in competitive training funds.

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 enter an amount in this section in the application portal (at $800/mo stipend): (1) the student is currently receiving a Laney Graduate School stipend <u>and</u> (2) the student is requesting PDS funding for lodging. 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. If the student is under PI grant funding, the stipend does not need to be applied and the applicant may skip this section in the application portal.

If you meet both conditions, please see the following examples to help you calculate this accurately:

<u>Example #1</u>: If the research or training requires lodging expenses for 10 days in August, prorate $800/August to the "Amount of stipend applied":

> ($800/31days in Aug.) * (10 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") = <u>$2,142</u> may be requested for PDS

<u>Example #2</u>: 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") = <u>$2,116</u> may be requested for PDS

<u>Example #3</u>: 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. Will anyone contact me so that I can submit a new/complete signature?
A: No, this means you did not submit everything correctly. 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 should be standard practice for applying to all funders. Other funding programs will not contact you for missing information or documentation. The student may apply again for the next cycle following the PDS timeline policy.
If the student realized they are missing a signature and the current deadline has not yet passed, the student may submit a new application for the same cycle and indicate that this new application is the correct application that should be reviewed for the current cycle instead of the earlier one with missing signature(s).

Q: I submitted an application but was disapproved 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 reconsidered 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 was disapproved for missing PDS Report(s) for past approved applications. 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 was disapproved for missing PDS Report(s) for past approved applications. But I already submitted the PDS Report(s) already to my program administrator.
A: If this is the case, please check with your program administrator and make sure they followed the instructions on the PDS Report to make sure your past application record(s) are updated correctly with the PDS Report(s) you have already submitted to them. Once that has been completed/confirmed, please contact us at LGS.profdev@emory.edu and we may generate a new approval notification email (provided all other aspects of your PDS application are in good order). It is always the applicant's responsibility to make sure that their program admin has updated their application record(s) correctly.

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, you may apply for the next cycle, provided that the proposed conference or training/research opportunity occurs *after* the notification date of the next cycle. Please indicate that this a duplicate submission of another application in the current cycle that had missing documents.

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 includes deadlines through July 15 (with August 1 notification date). If 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 the specific PDS application cycle for which you have submitted the application. 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 can apply during another PDS cycle (provided it remains in line with the PDS timeline policy).

Q: Can you explain the "notification date" or PDS timeline policy regarding the PDS application cycle?
A: 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 Dec. 16, 2022, the student is eligible for PDS funding if the student applies by: Sept. 15, Oct. 15, and Nov. 15. The student may not apply by the December 15 deadline because the *notification date* of this cycle (January 9) is after the conference has already started. This is the case even if the student submits between Nov. 15 and Dec. 15 since that application is part of the Dec. 15 cycle with the Jan. 9 notification date.
- If the training/research begins on April 18, 2023, the student is eligible for PDS funding if the student applies by: September 23, November 18, January 27, and March 24. The student may not apply by the May 26 deadline because the *notification date* of this cycle (June 14) is after the start date of the training/research.

Please note: The applicant affirms that they have read this policy which is reiterated at the top of the form signed by both the applicant and their faculty advisor for PDS Conference, Training, or Research applications.

Q: Will I receive the PDS Conference funds before I complete my conference travel? What about PDS Training or Research funds?
A: Yes. Starting mid-Spring 2022, all PDS funds may now be disbursed to the student after the application has been approved. The student does not need to wait until the activity (Conference, Training, or Research) has completed to request the funds. After you have received the approval email for PDS funding, contact your program administrator (PA) or staff person responsible for processing PDS funds on how to receive the funds for the approved conference, training, or research application. We also recommend approved applicants consult the section, What To Do After Application Submission, in this Handbook.
Please note: All funds are disbursed directly to the student. PDS will not pay labs, the student's PI, or any other advisor or staff member.

Q: What if I did not use all the PDS funds that I received? How can I return the money?
A: For all applications (including approved PDS funds that the student wants to decline), the student must submit the PDS Report to their program administrator responsible for processing PDS funds. Submitting these PDS Reports with correct information ensures that historical records of all applications are accurate, and in the case of funds that the student declines, that these approved funds do not count against the lifetime eligibility for future applications.
If you did not use all of the funds, you will indicate on the PDS Report how much of the actual funds were used. You will submit this Report to your graduate program administrator (PA).

If you already received PDS funds that need to be returned, please proceed by following the steps exactly as outlined below:
1. Write a check made payable to "Emory University" with your EMPL ID number clearly written in the notes section of your check.
2. Print out the original PDS approval notification email.
3. Complete the PDS Funds Return Form with your program administrator (PA). Contact your PA, they will know how to obtain and complete this form with you.
4. Include the following in one envelope: (a) your check; (b) PDS Funds Return Form; and (c) approval notification email.
5. Submit or mail this envelope to: LGS Finance, Administration Building Suite 209, 201 Dowman Drive, Atlanta GA 30322 (Google Map link here).
6. Submit the PDS Report to your program admin responsible for processing PDS funds and confirm that it has been uploaded to the online application system to your original PDS application record. At the same time, confirm with your program administrator that they have completed their own part by following the steps outlined to them in the instructions provided by LGS Finance.

Q: If I have funds left over from a PDS approved application, can I use it to fund something else I need to do for my project?
A: No. Approved PDS funds must adhere to the original budget and proposal, and 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 in future PDS cycles, following the PDS timeline policy.
If you have funds that need to be returned, please refer to the question above regarding returning unused funds.

Q: I received PDS funds but did not spend the money. What must I do to ensure that these unused funds do not count against my lifetime eligibility?
A: Please see the question above regarding returning unused PDS funds.

Q: Am I required to use Emory Travel for PDS-related trips?
A: Yes, if you will be using the approved PDS funds to purchase airfare. This is a University-wide policy, which PDS follows, for flight expenses. You may, at time of application, submit an *estimate* from any source (Google Flights, airline websites, etc.), but at the time of purchase, use Emory Travel.

Q: Can I purchase the flight through Emory Travel before applying?
A: We *highly* recommend students wait until approval before incurring any expenses, including airfare. 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.

We do acknowledge, however, that flight prices fluctuate, and so it may be in the best interests of the student to purchase flights in advance. **Therefore, pre-purchased flights through Emory Travel may be eligible for PDS funding, with the implicit acknowledgment from the applicant that they have not yet been approved for any PDS funding.** In such a case, please make sure to purchase the flight through Emory Travel (CTM). You may access their webpage here:
https://finance.emory.edu/home/travel/index.html.

IMPORTANT INFORMATION REGARDING CTM: For travelers who have never booked travel through Emory Travel (CTM) or have not booked since the start of the COVID-19 pandemic, the person must contact travel@emory.edu prior to gaining access to their travel profile on CTM. Each traveler is verified as through Emory HR data feed and once verified, Emory Travel will work to activate/re-activate the profile and the student will receive instructions on how to log-in to their profile on CTM. **If you have never booked travel through CTM or have not booked since the start of the COVID-19 pandemic, DO NOT attempt to log-in until you hear from Emory Travel**.

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: 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.

Actual purchase of flights must be through Emory Travel. If a cheaper flight was found elsewhere, please contact Emory Travel with screenshots of what you have found. They may be able to meet the lower price. Failure to use Emory Travel may mean that the flight expense request could be denied (other parts of the application may still be eligible for PDS). This is a University-wide policy for flight expenses.

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 may not be 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 funded up to the cheaper flight amount. If you fail to provide documentation for both days, your PDS request for flights may not be eligible for funding.
Please note: PDS will fund 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 funded.

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 seek to be funded for a flight back from Boston (NYC-BOS will not be funded 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, you request will be funded 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 and/or training/research activities 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 will 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. Both applications should follow the PDS timeline policy.

Q: What if I am splitting lodging with colleagues?
A: This is completely acceptable, and many students share costs for lodging with colleagues. You will indicate this information in the Lodging Worksheet you will upload to show how many people will be sharing the lodging cost. For your own records, at time of checkout, please make sure to receive from the hotel (or AirBnB, etc.) a receipt that clearly shows your full name as an occupant.

Q: What if my expenses include costs in foreign currency?
A: If any included receipts show foreign currency, include an itemized list that converts all foreign currency expenses to USD (include the current exchange rate at the time of application submission). Any expenses with unconverted foreign currency will be removed from consideration for PDS funding.

Q: Can I get the LGS speedtype/smartkey to purchase my flight after approval?
A: No, we do not provide Speedtypes. LGS does not provide students with smartkey numbers. Please make sure to select your own personal payment method when purchasing flights through CTM.

Q: Should I incur personal expenses first and then apply for PDS funds?
A: We highly discourage this practice. Just like any other funding program, an applicant should wait until the funds are approved before incurring any expenses. Students should wait until receiving the PDS application approval before spending the funds necessary to engage in the conference, training, or research activity. We do acknowledge, however, that for certain costs it may be in the best interests of the student to incur expenses in advance, and so such items remain eligible for PDS funding with the implicit acknowledgement from the applicant that they have not yet been approved for any PDS funding.

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 the funds in all circumstances. Please note that no PDS funds belong to any individual's student's account or exist as a balance for any specific student. Each applicant is *eligible* to be approved up to the various lifetime limits for the PDS funding categories.

Q: When will I receive a decision regarding the submitted PDS application?
A: Please refer to the PDS Calendar available in this Handbook (also displayed on the PDS website) for the notification dates of any given PDS cycle.
Please note: If the start date of your activity (Conference, Training, or Research) begins before the notification date of the current PDS cycle, it is not eligible for PDS funding. This information is also indicated at the top of the Conference, Training, or Research form signed and submitted by the applicant.

Q: I received an application disapproval because it stated that I have used all of my funds for the academic year and/or the lifetime eligibility. But I did not use all of the funds from previous applications that were approved and never submitted the PDS Reports. Can the application be reconsidered?

A: It is the student's responsibility to make sure that their application records are up to date by submitting the PDS Reports on time. Once the Report(s) have been submitted to your program, your graduate program administrator should update your past approved application(s) to reflect the correct PDS funding amounts. Once that has been completed, you may contact our office at LGS.profdev@emory.edu for a second review of your current application.

Please note: Students with outstanding PDS Reports may not be eligible for future PDS funding until all Reports for previously approved funds have been submitted and uploaded by their graduate program administrator. The PDS Report forms are also due for previously approved applications that the student wishes to decline. The Report form has a field where the student will indicate that they have declined the funds.

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 funding but I will graduate before the conference, training, or research takes place, could I still be eligible for PDS funds?

A: No. If the student will graduate before the activity takes place, the student is not eligible to apply. PDS funds are reserved for graduate students, and if you will graduate during a specific term, any activity thereafter is no longer under the purview of the Laney Graduate School or the PDS program.

Q: If I am traveling internationally, where do I submit the International Travel Release form?

A: There is a separate process (outside of the PDS application portal) that is accessible from the PDS homepage. Please ensure that your release form is submitted along with other required information and documentation through the International Travel Form process described on the PDS webpage. Once submitted, this takes at least 1 week (or longer, depending on the student's specific situation) for final approval so please make sure to submit this separate Form as early as possible. Delays in your submission of the International Travel Form may result in delays in your current PDS application being reviewed. If the delay causes the timeline to pass the notification date of the current cycle, it does not mean that your PDS application was denied, only that there will be a delay until that International Travel Form has been given final approval (you will receive a separate email communication regarding this).

Q: If I am traveling internationally, and want to purchase supplemental health insurance as suggested, how do I go about doing this?

A: In the International Travel Form process, there is a section that describes how you may purchase supplemental health insurance, directing you to the Global Services website. Under that website under health insurance, there will be vendors listed that you could work with to receive an estimate of your insurance cost. You may include this as part of your PDS application under additional expenses. Please note that this cost will be part of your total PDS eligibility. If you have specific questions about these services, please contact the appropriate personnel listed under Global Services.

Q: What if I spent more money than what was originally approved for PDS funding? May I request additional funds?
A: No (with exception, see below), each application can generate only one approval email, and once it has been approved, there is no way to generate another approval for additional funds.
EXCEPTION: If your conference/research/training will not have concluded or started before the notification date for the next PDS cycle, then you may apply for additional funds by submitting an entirely new application with all the required documentation for this application, including documentation for the extra expenses.

Q: Who is the DGS (Director of Graduate Study)?
A: Please visit the following webpage for the list of directors of graduate study for all PhD programs:
https://gs.emory.edu/about/directors-staff.

Q: Who is the graduate program administrator (PA)?
A: Please visit the following webpage for the list of graduate program administrators for all PhD programs: https://gs.emory.edu/about/directors-staff
Please note: Some PhD programs may have another staff member who is responsible for processing PDS funds and uploading PDS Reports. Contact your program administrator regarding this information.

Q: What if my DGS (or faculty advisor) is away or unavailable physically to sign the form?
A: In such cases, please obtain an email from them (with their name, email address, and date clearly displayed) indicating their support for your PDS Conference, Training, or Research activity. You may attach this behind your PDS Conference, Training, or Research signature form in lieu of the signatures on that first page. Electronic signatures are also accepted.

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 another staff member in your program familiar with the PDS application process. You may also contact us at LGS.profdev@emory.edu with questions regarding PDS.

Q: Is there anyone available to walk me through the application process, if needed?
A: Yes. We would be happy to schedule a meeting with you to discuss any questions you may have about the PDS program or the application process. Please contact us at any time at the email address listed below.

After reading this Handbook and the FAQ, if you have any further questions, please contact us at: LGS.profdev@emory.edu.