EMORY | LANEY GRADUATE SCHOOL

PDS: Training or Research Report
SUBMIT TO YOUR PROGRAM WITHIN 30 DAYS OF TRAINING/RESEARCH COMPLETION

1. **Attach a copy of your PDS approval letter to this report in addition to your brief response summary as described below.**

2. **Make a copy of this report for your records. If you apply for competitive training or research funds in the future, you must attach copies of your reports from all previous training and research funds.**

Today's Date: _____   **This report is for a** (check one)**:** *Training Funds* ☐   *Research Funds* ☐

Student and PDS Funding Info

Full Name: _____   Emory EMPL/Student ID: _____

Program: _____   Approval Date of this PDS: _____

[Check one of two boxes below and complete]

☐ **PDS Funds Used**

Please attach to this report a brief response to the two questions below, in no more than 500 words. Submit all pages together as one file to your program admin responsible for processing PDS funds.
1. Describe the training/research you received and the skill you acquired **or** research conducted.
2. Explain how the training or research conducted furthered your progress towards the PhD.

PDS Funding Info
Funds are processed by your program. Contact your program administrator for details regarding the payment process for your program.

Original PDS Funding Amount: _____   Actual Amount Received: _____

Date payment request was processed: _____

I attest that the training/research support fund was spent in accordance with the purpose for which it was originally awarded and as described in my response attached.

Student Signature: _____

☐ **PDS Funds Declined** [Please note that PDS Reports are always required for all PDS funded activity (Conference, Training, or Research), even for funds that are declined. Students with outstanding Reports may be ineligible for future PDS funding.]
(If the student has already received funds that they need to return, please contact LGS.profdev@emory.edu for information on how to return the funds.)

Reason for declining? _____

CollegeNET Submission of Report – to be completed by Program Administrator
This portion is managed within the CollegeNET Admit system. In the student's relevant application record:
1. Edit the "Amount Awarded" field, if needed (i.e., if the amount differs from the original funding).
2. Select "Yes" in the "Report Submitted" field.
3. Attach this document under "File Attachments" → "Attach Report" under the student's application.

Your completion of steps 1 (if needed), 2, and 3 serves as your confirmation that the student was paid in the amount indicated. *The student has been paid in the amount indicated above.*

Graduate Program Administrator Name (or staff processing PDS funds): _____

Staff Signature: _____