

PDS: Training or Research Report

SUBMIT TO YOUR PROGRAM

This document can be filled in electronically, if desired. All fields are fillable using a PDF reader.

1. Attach a copy of your PDS award letter to this report in addition to your narrative as described below.
2. Make a copy of this report for your records. If you apply for a training or research award in the future, you must attach copies of your reports on all previous training and research awards. The LGS will not locate and attach those reports.

Today's Date: ____/____/____ This report is for a (check one): *Training Award* *Research Award*

Student Info

Full Name: _____ Emory Email: _____

Program: _____

Project Info

Project name: _____

In an attached document, please respond to the two questions below, in no more than 500 words.

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.

Award Info

Awards are processed by your program. Contact your program administrator for details regarding the payment process for your particular program.

Amount Awarded: _____

The total amount paid **cannot exceed** the amount awarded. If more money was spent, enter only the amount paid to the student.

Amount Paid: _____

Date payment request was processed: ____/____/____

Payment Confirmation

I attest that the training/research support award was spent in accordance with the purpose for which it was originally awarded.

Student Signature: _____

Student Declined Award *If the student has received funds already that they need to decline. Please contact LGS.profdev@emory.edu for information on how to return the funds.*

Reason for declining?: _____

Confirmation of Reimbursement – **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 reimbursed differs from the amount awarded).
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 reimbursed in the amount indicated. *The student has been reimbursed in the amount indicated above.*

Graduate Program Administrator Name (or person processing the award): _____

Emory Email: _____

Program Administrator Signature: _____