Instructions to apply for Professional Development Grant
(Use Form F-PD to apply)
Graduate Student Assembly Wright State University

Goal

The main goal of the Graduate Student Assembly (GSA) Professional Development Grant Program is to help defray graduate students' travel expenses to present original work or attend professional development workshops and seminars. The Professional Development Grant Program is intended to enhance graduate students' education and professional development by enabling them to participate in seminars and conferences.

Availability of Funds

The maximum individual award from the GSA Professional Development Grant Program is $200.00. The Grant Review Committee may, at its discretion, award a lesser amount. The maximum number of grants funded is at the discretion of the review board and will depend upon available funds.

Eligibility

Any graduate student progressing toward a graduate degree at Wright State University may apply for the Professional Development Grant. The funded conference or workshop must occur between January 2018 and September 2018. An applicant may reapply if a previous proposal was not funded. A graduate student who has previously received a GSA Professional Development Grant may not receive another Professional Development Grant. However, such students are welcome to apply for the GSA Original Work Grant.
Proposal Forms

All necessary application forms may be downloaded from the Graduate Student Assembly (GSA) website at http://www.wright.edu/graduate-student-assembly under the Grants tab located at the top of the homepage.

Proposal Preparation

Please refer to the section entitled Professional Development Grant Proposal Preparation Guide, located later in this document, for specific requirements regarding proposal submission, formatting, and contents. Proposals not meeting the listed requirements will be ineligible for the review process. Applicants should be aware that GSA grants are competitive in nature, and not all applications that meet the requirements will be awarded funds.

WSU Graduate Student Requirement

All applicants for the Professional Development Grant must be Wright State University graduate students in good standing.

Due Dates

The due dates are as follows for the Professional Development Grant awards:

<table>
<thead>
<tr>
<th>2017-18 Submission</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Deadline</td>
<td>March 15th, 2019 by 5pm</td>
</tr>
</tbody>
</table>

Submission Information

The completed application should be submitted through OrgSync via the following link:

https://wright.campuslabs.com/engage/submitter/form/step/1?Guid=c319caaf-e9f1-4ddc-b403-cdc3be09cb11

If You Receive a Grant

Recipients will be informed via email. Expect this process to take at least one month after your application is received. Once the recipients have been informed, the grant funds will be deposited directly into the bank accounts on file for them with the Office of Financial Aid. If there is no bank account on file, then your funds will be mailed to your home address in check form.
Applicants should account for this one-month process when applying to fund a conference or workshop that may occur within one month of the application deadline.

A “Letter of Award” will be included with the email message informing recipients, which will provide details regarding requirements for receiving the award and spending the funds. These requirements include a) acknowledging GSA as a sponsor for your presentation at the conference (either on your poster or in your presentation), b) providing a copy of the receipts used to spend the funds, c) providing a one-page synopsis of how the funds helped you in your travels, and c) giving a ten-minute presentation to GSA members at a GSA meeting. Further details will be provided upon receipt of a grant.
Proposal Format

These requirements should be strictly followed (any deviations must be pre-approved in writing by the Chair of the GSA Grant Committee). The proposal should be written so a multidisciplinary committee of graduate student and faculty reviewers can understand it. All grant proposals must be submitted as PDFs.

Font

The proposal must use Times New Roman font, at least 12 points. (This requirement may be waived for documents not prepared by the student, such as letters documenting acceptance at a conference.)

Margins & Spacing

The proposal must be double-spaced throughout, with at least 1-inch margins all around. All pages must be numbered in the lower right corner. Third-party documents and supporting material (such as letters documenting acceptance at a conference) may deviate from this requirement.

Curriculum Vitae Format

The applicant’s curriculum vitae (CV) must be prepared using 12-point font. Line spacing is at the discretion of the applicant. The applicant’s CV should include the information listed in the Curriculum Vitae section of this document.

Page Limits

The entire proposal must contain the following sections and the applicant is encouraged to attach the sections in this order: Application, Abstract, Budget, Documentation of Acceptance, Curriculum Vitae. Applicants may include optional sections, which include an Appendix and Definition of Terms. For specific page limits for each section, please refer to Table 1. Applications that omit any of the mandatory sections will be removed from the review process.
### Table 1: Page Limits for Various Sections of the Professional Development Grant Proposal

*Reference PDG Sample Budget later in this document*

**Copies**

The student must submit two (2) copies of the full application: one original copy and one copy prepared with the applicants’ name and identifying information redacted. The original copy will include the application and all above sections. The additional copy will not include a copy of the application, and all above sections will be prepared (with redactions) for committee review. This means the redacted copy should omit the applicant’s name and email address, advisor’s name, and be otherwise prepared so a review committee member could not detect the applicant's identity. Failure to include all mandatory sections or to submit both required copies will render a proposal ineligible for review. Do not include a title page; this is the purpose of including the PDG Application form on the first original copy of the grant proposal.
Application Form

The application form should be downloaded from the GSA Professional Development Grant website and filled out in the correct format. The applicant and faculty advisor must sign the application form. The omission of any required information or signatures will render the proposal ineligible for review.

Abstract

The abstract should provide a brief synopsis of the material being presented at the conference or workshop. The text should also describe the nature of the event (conference, workshop, seminar, etc.) and explain why it is important for the applicant to attend.

Budget

The budget must be in tabular format and list all expenses related to the trip. The applicant should indicate which items will be funded by GSA if funds are awarded. GSA grant funds may be requested for the following items: airfare, ground transportation (e.g., car rental), accommodations, and conference registration. Funds will not be granted for the following items: food, airport parking, train/subway fares, and taxi fares.

When the total budget exceeds the amount requested from this grant, the student should show how the remaining funds will be obtained, including use of personal funds. The budget should provide all details and sources for price quotes. If the GSA cannot fund certain items, the award letter will state which items do not qualify for GSA funding and the recipient will be offered a revised award. Please refer to Appendix I for an example of a PDG Budget.

Documentation of Acceptance

Applications regarding travel to present research should be supported by a) a letter or email of acceptance of the presentation, or b) a copy of the conference program listing the applicant’s presentation. For seminars and workshops, proof of registration may be used to document acceptance. If the presentation has not yet been formally accepted, the applicant may still apply and explain in this section why the acceptance is still pending. However, GSA will not disburse the funds until acceptance is sufficiently documented.
Curriculum Vitae

The applicant’s curriculum vitae (CV) should be included in the proposal. The CV should confirm the student’s ability to act in a professional manner while traveling to said conference, seminar, etc. The CV should follow this order:

- Name and Contact Information (in the original copy only)
- Professional and/or teaching experience
- Other skills relevant to the project being presented
- Publications and/or presentations (include two sets of copies, redacting your name in the second set)
- Relevant coursework
- GPA for course work taken at Wright State University
- Anticipated date of graduation

Appendix (Optional)

The proposal may include an appendix to provide information related to technologies or processes that will be used in the presentation and that may be unfamiliar to the grant reviewers. The appendix may include figures, designs for artwork, samples of the presentation, letters of collaboration or support, permission letters, past publication samples, or items such as DVDs and CDs. The appendix may be an extension of the abstract.

Definition of Terms (Optional)

Applicants are strongly encouraged to include a Definition of Terms section for unfamiliar words used in the Abstract and Appendix. Words described in the Definition of Terms should be in bold letters in the text of the abstract or any other section.

### Appendix I: GSA Professional Development Grant Sample Budget

#### Travel Funding Needs

<table>
<thead>
<tr>
<th>Item</th>
<th>Source/Vendor</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round trip airfare to Orlando, FL</td>
<td>Expedia.com</td>
<td>Delta Economy - $355</td>
<td>$355 + tax</td>
</tr>
<tr>
<td>Hotel</td>
<td>Marriott</td>
<td>$159/night x 4</td>
<td>$636 + tax</td>
</tr>
<tr>
<td>CSI Conference</td>
<td>SOC CSI</td>
<td>$795</td>
<td>$795</td>
</tr>
<tr>
<td>Rental Car</td>
<td>Alamo</td>
<td>$32/day x 4</td>
<td>$128 + tax</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$1,786 + tax</strong></td>
</tr>
</tbody>
</table>
### Available and Requested Funds From All Sources *(Can include personal funds)*

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
<th>Total to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLA</td>
<td>$250</td>
<td>$250.00</td>
</tr>
<tr>
<td>Dept. of English*</td>
<td>$250</td>
<td>$250.00</td>
</tr>
<tr>
<td>Conference Grant*</td>
<td>$500</td>
<td>$500.00</td>
</tr>
<tr>
<td>Personal Funds</td>
<td>$386 + tax</td>
<td>$386 + tax</td>
</tr>
<tr>
<td>GSA*</td>
<td>$400</td>
<td>$400</td>
</tr>
</tbody>
</table>

*Use * to denote funding not yet secured. This is funding you have applied for or plan to apply for.

### Budget Summary

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
<th>Total to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requested from GSA</td>
<td>$400</td>
<td>$1,386 + tax</td>
</tr>
<tr>
<td>Rec’d from COLA</td>
<td>$250</td>
<td>$1,136 + tax</td>
</tr>
<tr>
<td>Dept. of English</td>
<td>$250</td>
<td>$886 + tax</td>
</tr>
<tr>
<td>SOC CSI Conference Grant</td>
<td>$500</td>
<td>$386 + tax</td>
</tr>
<tr>
<td>Personal Funds</td>
<td>$386 + tax</td>
<td>$0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$0</td>
</tr>
</tbody>
</table>

Total Budget: $1,786 + tax