STANDING RULES   
 for the

PROFESSIONAL DEVELOPMENT FUND   
 of the

INTER-PROFESSIONAL   
 COUNCIL

For the purpose of establishing guidelines for the apportionment of professional   
 development funds.

Approved by Resolution of the Senate: October 5, 2009   
Updated by Resolution of the Senate: November 6, 2016

I. Acknowledgement of Superseding Documents

A. All rules contained herein are superseded by and shall not conflict   
 with the Inter-Professional Council Constitution and Bylaws.

II. Funding Sources

A. Professional Schools

1. Each of the six professional programs comprising Inter-  
Professional Council contributes $5,000 to the Professional Development Fund

2. Contracts are in place with each professional school

Dean to secure this funding. These contracts need to be renewed periodically.

B. Office of Academic Affairs

1. The Office of Academic Affairs provides $15,000

towards the Professional Development Fund.

2. The contract for this money is in place with the Provost   
of the University. This contract needs to be renewed   
periodically.

C. The total amount of funding for the Professional Development Fund is   
 $45,000 for the fiscal year.

III. Apportionment

A. Each professional school that contributes to the Professional

Development Fund will receive at least that amount in Professional Development Funding for students at their school.

B. Funding from the Office of Academic Affairs will be used in a   
 discretionary manner by the Justices based on the quantity of   
 applications from each school.

C. Per annum, an individual is limited to $750 in Professional

Development Funding. For the purpose of Professional Development   
Funds the year will be considered Autumn Semester through Summer   
Semester.

D. The maximum amount any individual may request is the total

allowable expenses minus any outside funding that has been awarded.

IV. Student Eligibility

A. The applicant must be currently enrolled in Professional School at The   
 Ohio State University during the semester in which the eligible   
 experience occurred, or the experience must occur during a summer   
 between two academic years in which the applicant is enrolled.

B. The applicant must be enrolled and in good standing with their   
 professional program at the time of the application submission.

C. Only students eligible for PDF reimbursement are those students belonging to schools who have deans that contribute money to the PDF, namely: Medicine, Veterinary Medicine, Optometry, Dentistry, Law, and Pharmacy.

V. Eligible Experiences

A. The purpose of the Professional Development Fund is to support

activities that professional students engage in that enhance their

educational experience. These experiences include, but are not limited   
to:

1. Conferences

2. Externships

a. Study abroad courses are not externships and are not   
 fundable.

b. Externships are defined by the individual professional   
 schools.

i. Any externship in which the applicant receives

credit is ineligible.

3. Research Presentation Experiences

4. Career Fairs

5. Professional Mission Trips

B. For an experience to qualify for funding, it must provide an   
 educational component for the applicant.

1. Assessment of the educational value of the experience will be   
 determined based on the essay submitted with the   
 application.

2. The essay should detail the educational benefit to the

individual, benefit the individual can bring back to their

professional program, and/or any benefit provided to a

community if the applicant engaged in a clinical experience.

3. The Justices (composed of one student from each

professional school) will determine the eligibility of the

experience. All decisions made by the Justices are final, with no option for appeal.

VI. Eligible Expenses

A. Travel to and from the site of the eligible experience is reimbursable:

1. Airplane tickets, rental car fees (not including gas or   
 mileage), train tickets, bus tickets, etc.

2. If traveling by personal vehicle mileage will be reimbursed at   
 the state rate per mile.

3. Transportation at or during the conference is reimbursable,   
 to a maximum of $30/day.

4. Airport parking fees are also reimbursable.

B. Registration fees are reimbursable. This may include food only if a   
 banquet or other meal is inseparable from the registration fee.

C. Lodging is reimbursable.

D. Some other costs may be considered reimbursable. These items will   
 be reimbursed at the discretion of the Justices.

E. Non-allowable expenses include, but are not limited to:

1. Food

2. Alcohol

3. Entertainment

VII. Applications

A. Applications are available biannually, during Autumn and Spring   
 semesters.

1. Autumn semester eligible events will have occurred between the second Friday in March of the previous Spring semester and the third Friday in September of the current Autumn semester.

Spring semester eligible events will have occurred between the third Friday in September of the previous Autumn semester and the second Friday in March of the current Spring semester.

2. No late applications will be accepted.

3. No incomplete applications will be accepted by the committee.

4. The application submission timeframe will only be two weeks. Advertising and promotion of PDF will happen well before the window, but the time from when applications are open to when the deadline for the last submission ends will be two weeks.

B. Students are limited to 1 application per cycle and 2 applications per academic year. Each application may only request a maximum of $750. Students may not receive more than $750 per academic year. Students may apply for events which have occurred during the current application cycle or the previous application cycle. Students may compile multiple experiences in one application. This should be reflected in the student's essay.

C. Applications must be complete and turned in before the deadline to be

accepted. Mailed applications must be received by the deadline, not simply postmarked. In order to be considered complete, the application must   
include:

1. The application

2. The AP Compliance form

3. A one page explanation statement, and

4. An itemized budget with original receipts.

5. In the case of the student using a personal vehicle, no receipts are needed. Using google maps or a comparable tool, the student will plot the travel route and record total mileage. The student will then multiply the total mileage by the current State of Ohio rate and this number will be used as their reimbursement request amount.

D. Applications will be judged based on a point system that considers

personal development, professional development, academic merit,   
benefit to the University, and benefit of service. These points should   
be addressed in the statement the applicant provides explaining   
his/her experience.

E. All applications must be either mailed or hand delivered to the Inter-

Professional Council Office at The Ohio Union (2088)

1. No member of IPC should accept applications from

constituents in lieu of deliverance to the IPC office.

2. Upon receipt of the application the staff assistant shall

time-stamp the application and enter the name of the

applicant, professional school, and time of application receipt into the spreadsheet.

3. Within 48 hours of the PDF deadline, the office staff will

send a confirmation email to each applicant to verify receipt of the application.

4. All applications will be scanned and converted to a PDF document and saved as an electronic copy.

VIII. Outside Funding Sources

A. The Professional Development Fund is supplemental to other sources   
 of funding. Applicants are expected to seek funding from other   
 sources. Applicants must disclose any other funding they have   
 received.

1. If an applicant fails to disclose other funding sources or falsifies information on their application:

a. They will not be eligible for Inter-Professional Council   
 funding for the rest of their tenure at The Ohio State   
 University.

b. The committee will refer the matter to the individual   
 professional school Associate Dean and the University   
 Judicial Panel

B. If an applicant receives funding from an additional source after their   
 Professional Development Fund award, they are required to disclose   
 this to an Inter- Professional Council Justice within 15 days.

1. If the additional funding combined with the Inter-

Professional Council Funding puts an applicant over their

allowable expenses, they will be required to return the excess to Inter-Professional Council and the other awarding funding source, proportional to the award of each source.

IX. Statement of Accountability

A. The application shall include the following statement before the   
 signature:

“I hereby certify that all information included in this application is

true to the best of my knowledge and that all expenses detailed in this   
application directly relate to a professional development experience.   
Furthermore, I agree to disclose all other funding sources related to   
this experience. I understand that if I fail to disclose funding within 15   
days of the notification of such an award or if I have falsified any   
information, I will be required to return any funding received and I   
will lose all rights to future funding from the Inter-Professional   
Council.”

X. Funding Disbursement

A. The Justices are in charge of the Professional Development Fund.

There is one justice to represent each of the six professional schools, with one serving as the chief justice.

1. Application Assignments

a. Each application should be read and scored by at least   
 two Justices.

2. Justices will be assigned all of the applications from

their professional college along with another random college for which they should score applications.

a. If a Justice is applying for an award, at least two other   
 Justices must score the application.

3. Application Scoring

a. Justices will all grade applications independently based   
 on the rubric provided in Appendix 1.

b. Justices will score applications and submit their scores   
 to the Chief Justice within two weeks of the application   
 deadline.

c. The Chief Justice will compile and average the

application scores. Any application that has a large

score discrepancy will be assigned to another Justice to   
read.

d. The compiled scores will then be emailed to all of the   
 Justices.

e. The tiers are to be determined by the chief justice. The difference in percentage reimbursement should reflect the difference in scored points between applications in each tier. The tiers may follow a two to three tier system as follows:

i. Tier One: Top 67-100 percentile of the applicants

in the respective professional school.

ii. Tier Two: 34-66 percentile of the applicants in

the respective professional school.

iii. Tier Three: 0-33 percentile of the applicants in

the respective professional school.

XI. Professional Development Fund Allocation

A. Professional College Financial Allocation

1. Justices will allocate the $5,000 of annual funding from

their professional college to their constituents in three tiers based on the average PDF application score.

a. The $5,000 will be split for the two application cycles   
 based the on discretion of each schools justice.

B. Office of Academic Affairs Endowment Allocation

1. After the compilation of the scores and the allocation of

the professional college endowment, The $7,500 per cycle

($15,000 annually) will be distributed proportionately based

upon the total amount of funds requested from each school

2. The funding through OAA will be awarded in order to

equalize the percentage awards between schools; therefore,

those colleges that had a lower percentage award will receive

more funding through OAA.

C. Applicant Allocation

1. Once the total amount to be awarded to each school has

been calculated, those funds will be allocated to applicants based on the tier system

2. Different tiers should have a 10-20% difference in the

percentage of the request that they are awarded based on the   
discretion of the chief justice. Any student slated to receive less than $50 will be removed from the application pool for that cycle and the tiered percentages will be recalculated. Students removed from the application pool are unable to re-apply for that same experience in the following application cycle.

3. Once awards have been decided, the Chief Justice and the IPC Vice President must sign off on the application.

D. Award Reporting

1. Upon completion of allocation the Chief Justice will

compile a spreadsheet including, but not limited to: name, college, email address, and a short description of the   
professional activity.

2. The Chief Justice will present the report to the IPC

general body and provide it to the university accounting

department to facilitate the dispersal of awards.

3. Once allocations are determined, Justices will notify the applicants from their school of the amount to be awarded.

4. The Chief Justice will report annually to the senate the results of PDF fund disbursement, including breakdown of the tiers.