



PROFESSIONAL DEVELOPMENT FUND APPLICATION FOR REIMBURSEMENT

The Professional Development Fund provides supplemental funding to students for experiences that enhance their professional education.

Application Submission Materials Checklist

- Completed application named app_LASTNAME_CollegeAbbreviation
 - College Abbreviations: DENT, LAW, MED, OPT, PHARM, VET
 - Application also includes a one (1) page explanation statement
 - The statement should include a description of the activity and the benefit provided to your educational experience
- Itemized budget with **original** receipts
 - If original receipts do not show proof of payment, include supplemental documentation (e.g. Itemized credit card statement with your name, canceled check showing payment, etc.) If you provide a bank statement or credit card statement, please black out all but the last four digits of any account numbers. Bank Statements and Peer-to-Peer Payment Services (ie Venmo, Zelle, Cashapp, etc.) are not acceptable unless accompanied by original receipts for each transaction. Be sure that your name is listed on the supplemental documentation. This should all be in ONE PDF file regardless of the number of vendors.
- Applications must be submitted in compliance with the Standing Rules of the Professional Development Fund. Failure to comply may result in denial of funding.
- All files must be submitted through the Qualtrics survey available on the IPC website.

Applicant Eligibility

- Applicants must be enrolled and in good standing in a Professional School at the University during the semester in which the eligible experience occurred, or the experience must have occurred during a summer semester between two academic years in which the applicant is enrolled. The Professional Schools include the College of Medicine, College of Dentistry, College of Law, College of Pharmacy, College of Optometry, and College of Veterinary Medicine only.
- The experience must have occurred within the eligible window according to the cycle.

- **Fall PDF window:** April 1st to September 30th (application windows will be open from October 1st-7th)
- **Spring PDF window:** October 1st to March 31st (application window will be open from April 1st-7th)
- Students may submit 1 application per semester and 2 applications per academic year.
- Students are eligible for a maximum of \$750 per academic year, regardless of the student's number of events.
- Students who receive academic credit for an experience are ineligible from receiving a PDF grant to cover any costs from that experience.

Application Submission

Applications must be submitted via the Qualtrics survey posted on the IPC website two weeks prior to the application deadline.

Eligible Expenses Guidelines

The following information serves to assist potential applicants in determining what possible experiences may be reimbursed. Please reference the Standing Rules for the Professional Development Fund for additional information.

Eligible Experiences:

- Conferences
- Externships
 - Any activity done for academic credit or pay/salary is not eligible for funding.
 - Externships are defined by the individual professional schools.
- Research Presentation Experiences
- Other experiences which demonstrate professional value

Possible Eligible Expenses:

- Travel to and from the eligible experience:
 - Airplane tickets, rental car fees (not including gas or mileage), train tickets, bus tickets, etc.
 - If traveling by personal vehicle mileage will be reimbursed at the state rate per mile. Please include a printout from Google Maps detailing the route you drove. Please do not turn in gas receipts.
 - Airport parking fees
- Registration fees are reimbursable. This may include food if a banquet or other meal is inseparable from the registration fee.
- Lodging is reimbursable.
- Some other costs may be considered reimbursable. These items will be reimbursed at the discretion of the Justices.

Non-allowable expenses include:

- Food, alcohol, entertainment

- Travel for interviews
- Any experience for which academic credit is received
- Any activities that fulfill a degree requirement

