



PROFESSIONAL DEVELOPMENT FUND APPLICATION FOR REIMBURSEMENT

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

Submission Materials

- Completed application
- One (1) page explanation statement
 - Statement should include description of 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, cancelled check showing payment, etc...)
- Applications must be submitted in compliance with the Standing Rules of the Professional Development Fund. Failure to comply may result in denial of funding.

Applicant Eligibility

- Applicants must be enrolled and in good standing in 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 this application window (03/09/2021-11/5/2021)
- 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.

- o 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 Qualtrics:

https://osu.az1.qualtrics.com/jfe/preview/SV_85JDnBjFC6EcYzH?Q_CHL=preview&Q_SurveyVersionID=current

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 additional information.

Eligible Experiences:

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

Possible Eligible Expenses:

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

Non-allowable expenses include:

- o Food
- o Alcohol
- o Entertainment
- o Travel for interviews

**** Note that you are not able to apply for IPC funding if you already have applied and received (or plan to receive) reimbursement from another source of funding.**

****** APPLICATIONS ARE DUE ON November 5th, 2021 at 5pm**

APPLICATION FOR PROFESSIONAL DEVELOPMENT FUND

I. PERSONAL INFORMATION

Name: _____

Email & Student Identification Number: _____

Current Mailing Address: _____

Current Professional School: _____

II. EXPERIENCE & REIMBURSEMENT INFORMATION

Experience Category:

- Conference
 - Attendant
 - Presenter
- Externship
- Other, please explain: _____

Name of Experience: _____

Location of Experience: _____

Date of Experience: _____

Total Hours of Experience: _____

Amount of Reimbursement Requested (\$750 maximum annually): _____

Have you applied for funding from other sources?: _____

If yes, when will you know of these other awards?: _____

Have you previously applied for Professional Development Funds?: _____

If yes, please list the semesters(s), year(s), and name of experience(s): _____

III. CERTIFICATION

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. I understand that I cannot qualify for funding if I completed the predicated experience for academic credit. Furthermore, I agree to disclose all other funding sources related to this trip. 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

Signature: _____ Date: _____

For Office Use Only:

Amount to be Reimbursed: _____

Chief Justice Signature: _____

Vice President Signature: _____

Advisor Signature: _____