

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

- I. Acknowledgment 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 - a. All rules contained herein are superseded by and shall not conflict with the Inter-Professional Council Constitution and Bylaws.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
 - i. Each of the six professional programs comprising Inter-Professional Council contributes \$5,000 to the Professional Development Fund
 - ii. 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
 - i. The Office of Academic Affairs provides \$15,000 towards the Professional Development Fund.
 - ii. 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.
 - i. Students applying for funding for a Professional Interest Law Foundation (hereafter known as PILF) internship can request a maximum of \$500 for their PILF experience.
 - ii. PILF applicants can receive funding in excess of their total eligible expenses minus outside funding.
- 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.
 - d. The awarded amount must be AT LEAST \$100 for a check to be cut by the university for the individual

- 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:
 - i. Conferences
 - ii. Externships
 - iii. Study abroad courses are not externships and are not fundable.
 - iv. Externships are defined by the individual professional schools.
 - v. Any externship in which the applicant receives credit is ineligible.
 - vi. Research Presentation Experiences
 - vii. Career Fairs
 - viii. Professional Service Trips
 - ix. PILF Internships
 - x. Membership to a national organization pertaining to degree
 - xi. Training Programs and Workshops
 - b. For an experience to qualify for funding, it must provide an educational component for the applicant.
 - i. Assessment of the educational value of the experience will be determined based on the essay submitted with the application.
 - ii. 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.
 - iii. 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.
 - iv. Thorough, meaningful applications will be considered more highly ranked than those that are submitted with minimal effort.
- VI. Eligible Expenses
 - a. Travel to and from the site of the eligible experience is reimbursable:
 - i. Airplane tickets, rental car fees (not including gas or mileage), train tickets, bus tickets, etc.
 - ii. If traveling by personal vehicle mileage will be reimbursed at the Ohio State University travel policy rate per mile.
 - iii. Transportation at or during the conference is reimbursable, to a maximum of \$30/day.
 - iv. 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:
 - i. Food
 - ii. Alcohol
 - iii. Entertainment

- iv. Any activity inconsistent with university purchasing and travel policy
- VII. Applications
- a. Applications are available biannually, during Autumn and Spring semesters.
 - i. Autumn semester eligible experiences will have occurred between April 1st of the previous Spring semester and September 30th
 - ii. Spring semester eligible experiences will have occurred between October 1st of the previous autumn semester and March 31st.
 - VI> No late applications will be accepted by the committee.
 - VII> No incomplete applications will be accepted by the committee.
 - VIII> 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.
 - IX> Applications will be due October 1st and April 1st each year.
 - b. Students are limited to 1 application per semester 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 multiple types of expenses to one application, but students shall not apply for more than one experience in their application
 - 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. To be considered complete, the application must include:
 - i. The application
 - ii. An itemized budget with original receipts.
 - iii. 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 Ohio State recognized rate and this number will be used as their reimbursement request amount.
 - iv. In the case of students applying for funding for a PILF experience, please include the monetary amount received from PILF, in addition to proof of expenses incurred during the experience.
 - 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 submitted electronically as prescribed on the IPC website.
 - i. No member of IPC should accept applications from constituents in lieu of deliverance to the IPC office.
 - ii. Upon receipt of the application, the student shall receive an auto generated message that the application was submitted.

- iii. Upon application deadline, the business office will forward eligible applications to the Chief Justice on or before October 7th for the fall cycle and March 7th for the spring cycle.
- iv. The Chief Justice of the Interprofessional Council will return graded applications with award amounts by October 28th for the fall cycle and March 28th for the spring cycle.

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.
 - i. If an applicant fails to disclose other funding sources or falsifies information on their application:
 - ii. They will not be eligible for Inter-Professional Council funding for the rest of their tenure at The Ohio State University.
 - iii. 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.
 - i. 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.
 - ii. PILF Funding in excess of eligible expenses, however, does not disqualify students applying for PILF events from receiving PDF funds.

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 The Justices are in charge of the Professional Development Fund.
 - a. There is one justice to represent each of the six professional schools, and one serving as the Chief Justice, totaling 7 members of the Judicial Panel.
- XI. Application Assignments
 - a. Each application should be read and scored by at least two Justices.
 - b. Justices will be assigned all the applications from their professional college along with another random college for which they should score applications.
 - c. If a Justice is applying for an award, at least two other Justices must score the application.
- XII. 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 one week 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. Scores are placed into tiers within each respective professional school
 - i. The College of Law will have two separate tier scoring systems: one for PILF related funds, and another for all other experiences.
 - f. The tiers and necessity of tiers are to be determined by the chief justice by college. The difference in percentage reimbursement should reflect the difference in scored points between applications in each tier. The tiers may follow a one to three tier system. One possible tier structure is 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.
- XIII. Professional Development Fund Allocation
 - a. Professional College Financial Allocation
 - i. The Chief Justice will allocate the \$5,000 of annual funding from their professional college to their constituents.
 - ii. The \$5,000 will be split for the two application cycles based the on discretion of each school's justice.
 - iii. A portion of the law school's \$5,000 will be set aside for PILF applicants and disbursed to them during the fall application cycle. This portion will be up to the discretion of the Chief Justice and will not exceed half of the total annual funding from the law school, or \$2,500, whichever is lesser. The Chief Justice shall consult with the law justice to determine an amount, if any, of law carry forward funds to be allocated to PILF applicants during the fall application cycle.
 - b. Office of Academic Affairs Endowment Allocation

- i. After the compilation of the scores and the allocation of the professional college endowment, approximately half of the OAA contribution will be allocated per cycle and will be distributed proportionately based upon the total amount of funds requested from each school. In determining the per cycle amount, the Chief Justice may consider current and historic application numbers for autumn and spring cycles.
- ii. 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.

XIV. Applicant Allocation

- a. 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
- b. 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 \$100 will be removed from the application pool for that cycle and the tiered percentages will be recalculated.
- c. Once awards have been decided, the Chief Justice and the IPC Vice President must sign off on the award.

XV. Award Reporting

- a. 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.
- b. 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.
- c. Once allocations are determined, Justices will notify the applicants from their school of the amount to be awarded.
- d. The Chief Justice will report annually to the senate the results of PDF fund disbursement, including breakdown of the tiers.