

How to PDF

IPC 2023-2024

What is PDF? Do I Qualify?

- IPC offers reimbursement of up to \$750 annually through PDF, or the Professional Development Fund.
- PDF reimburses students who attend professional development experiences.
 - Conferences.
 - Career Fair.
- To Qualify:
 - Must be a Professional Student.
 - Must attend a professional event in either spring or fall cycle.



What can be Reimbursed?

Yes

- Conferences.
- Externships.
 - Nonpaid.
- Research Presentations.
- Other Professional Experiences.

Maybe

- Registration Fees.
- Lodging.
- Training/Study Materials.
- Transportation.
 - If personal vehicle, reimbursement based on mileage at federal rate. No fuel receipts.
- Background Check fees.
- Consumable Materials and Supplies.
- Other.
 - Reimbursement is accepted at the discretion of the Chief Justice and in accordance with IPC policies, university policies, and federal, state, and local laws.

No

- Food.
- Alcohol.
- Entertainment.
- Travel for interviews.
- Any experience for which academic credit is received.
- Any activities that fulfill a degree requirement.
- Software.
- Equipment.

What to Include in an Application

- **Completed Application.**
 - Submit application with title “app_LASTNAME_CollegeAbbreviation.”
 - College Abbreviations: DENT, LAW, MED, OPT, PHARM, VET.
- **Original Receipts and Supplemental Documentation in ONE PDF.**
 - Submit the documentation with title “receipts_LASTNAME_CollegeAbbreviation.”
 - If original receipts do not contain proof of payment send supplemental documentation, (ex. Itemized credit card statement).
 - If credit or bank statement is used, please black out all but the last four digits of any account numbers but include your name.
- **Complete the Qualtrics, (Will open with application cycle), and upload the documents with the correct format.**
- **Link:** [How to Apply for PDF : Inter-Professional Council \(osu.edu\)](#)

How do I Complete the Application?

APPLICATION FOR PROFESSIONAL DEVELOPMENT FUND

I. PERSONAL INFORMATION

First Name: Brett Last Name: Carroll

Email (please use university email): carroll.966@osu.edu

Student Identification Number: (9 Digit Number on BuckID)

Current Mailing Address:

(Where you live)

Have you set up/received payment from the University payroll in the last 180 days?:

College: PHARM

How do I Complete the Application? (Continued)

II. EXPERIENCE & REIMBURSEMENT INFORMATION

Experience Category:

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

Name of Experience: (Experience?)

Location of Experience: (Where?)

Date of Experience: (Date?)

Total Hours of Experience: (Time?)

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

Did you receive funds for this experience from another source: _____

If yes, please list source of funds and amount:

Have you previously applied for Professional Development Funds?: _____

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

How do I Complete the Application? (Continued Again)

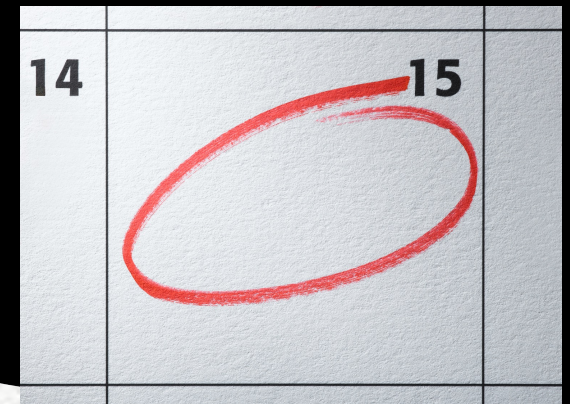
III. PERSONAL STATEMENT

Please be sure to include a description of the activity and how it benefited your professional development. The minimum word count is 250 words and the maximum character count is 2500.

Hear me out...

When can I Apply? How do I Know my Application has been Received?

- The Spring 2024 application will be open from **March 15, 2024** and will close on **April 1st, 2024**.
 - To be eligible, events must have occurred from **10/01/2023 – 03/31/2024**.
- After submitting the application, you can expect:
 - A confirmation email that your application was received.
 - An email with the reward amount within 60 days after the application deadline.
 - Checks will take up to 90 days after notification of funding before becoming available for pickup. You will receive an email when your check is ready.



Commonly Asked Questions

- Am I guaranteed to get reimbursement from IPC?
 - No. Students receiving less than \$100 or applicants who do not meet the PDF qualifications for reimbursement will be disqualified and removed from the application cycle.
 - The fund supporting PDF is a set amount. While students may get some money, they likely will not be fully reimbursed from IPC.
- Can I apply in both the fall and spring cycles?
 - You can! There is still a max of \$750 per year. Therefore, an example of what you could do is \$500 in the fall and \$250 in the spring.
- I went to multiple conferences; can I submit multiple applications at once?
 - IPC can accept up to 2 applications from each student per year, one in the fall and one in the spring. Unfortunately if your conferences occurred in the same window, you would only be eligible to apply for one experience that cycle. You may not request funds for the same experience twice. Again, you will be awarded a maximum of \$750 in funds per academic year.

Commonly Asked Questions (Continued)

- I am a fourth year student, can I still apply for PDF even though the funds would not be awarded to me until after graduation?
 - This depends on the graduation date of the student. If the student has graduated when they are due for reimbursement, they are no longer considered a student and therefore cannot be reimbursed.
- How can I apply for gas reimbursement?
 - This process is currently under review and will be updated prior to the next PDF cycle.
- What if I have another source of Funding?
 - Please let us know how much you have been reimbursed and subtract this amount from your total request. If you receive funding after submitting your PDF application, please alert the IPC office to update your total requested funds.
 - Anyone is found to be asking for double reimbursements, we will no longer accept your applications in the future.



Thank You for Listening, I'm Grateful.

Questions?