

Professional Development Grant Application Fact Sheet

The Graduate Student Assembly (GSA) is dedicated to enhancing the academic development of graduate students at the University of Massachusetts Boston. The Professional Development Grant (PDG) program goal is to assist with the economic burden of attending academic and professional conferences. This is a post travel reimbursement program. Approval occurs prior to travel.

Overview of Process

The PDG application must be submitted to the GSA office no less than thirty (30) days prior to your travel date. The GSA will then notify you by email regarding your application status. Once you return from the conference, you must submit your original receipts and other required documentation to the GSA office within 30 days of your return date.

Who Can Participate?

Degree seeking Masters and Doctoral students.

Students enrolled in the following Division of Corporate, Continuing and Distance Education programs are *not eligible* to participate:

Degree Programs

MA Applied Linguistics: ESL/
Foreign Language Pedagogy
M.Ed. Counseling: School Guidance
M.Ed. Counseling: Mental Health
M.Ed. Instructional Design
MS Gerontology, Management of
Aging Services Track

Certificate Programs

Adapting Curriculum Frameworks for All Learners
Applied Behavioral Analysis
Critical and Creative Thinking
Database Technology
Dispute Resolution (K-12)
Forensic Services
Gerontology –Management of Aging Services
Instructional Technology Design
Instructional Technology for Educators
Nurse Practitioner: Family or Gerontology/Adult
Orientation and Mobility
Teaching of Spanish
Teaching of Writing
Women in Politics and Public Policy

Students who attend conferences post graduation date are ineligible.

What is the PDG Dollar Amount?

- The maximum grant for students presenting a paper or poster is **\$500**.
- The maximum grant for students not presenting a paper or poster is **\$400**.
- The actual grant dollar amount varies as it is dependent on actual submitted travel expenses.

How Many PDGs Can I Receive?

- One PDG per fiscal year (July 1 – June 30) is allowed.
- Students in eligible graduate programs requiring up to 60 credits for graduation are allowed one PDG during their entire course of study.
- Students in graduate programs requiring more than 60 credits for graduation are allowed two PDGS during their entire course of study.

- These include all Doctoral Programs and the following Masters programs: Counseling (not School Guidance or Mental Health) Psychology and School Psychology.

When Do I Receive the PDG Money?

- University policy requires reimbursement after travel is completed.
- After completing travel, the student must submit original receipts and all supporting documents no later than 30 days (must be in the GSA Office no later than 5PM) from your return travel date.

How to Receive a PDG:

STEP ONE: Complete the PDG Application (application attached)

- Part One includes your demographics, conference details, your signature and why you are attending the conference.
 - ***IMPORTANT: University regulations require your reimbursement check to be mailed to the address you have listed in WISER. If you are unsure if your current mailing address is the one listed on the University system, please go to WISER to check and if necessary, update before submitting your application. We can only mail your check to the address listed in WISER.***
 - ***By signing the application you are stating you have reviewed and agree to all PDG requirements including that the address used to mail your check is the one listed in WISER.***
- Part Two is your estimated expenses and the reimbursement criteria.
- Print out of the classes that you are currently enrolled in from WISER.
- If you are not presenting a paper or poster: Your Graduate Program Director must complete the enclosed form. The form must contain an original signature.
- If you are presenting a paper or poster: You must include a copy of the acceptance letter from the conference organizers. The acceptance letter must include your name, graduate program, date(s) of presentation and title of your presentation.

STEP TWO: Submitting your completed application

- All application materials including WISER class schedule, Graduate Program Director Letter and/or Presenter's acceptance letter must be received all together. It is the student's responsibility to submit all materials at the same time.
- ***The completed application and all required documentation must be in the GSA mailbox on the 3rd floor of the Campus Center no later than 5PM, 30 days prior to travel.***
- Applications hand-delivered to the GSA mailbox must be time stamped by Student Life Counter Staff before being placed into the GSA mailbox.
- ***Time Stamp: The only acceptable time stamp is the timestamp machine in the GSA Office. Do not attempt to place another time stamp on the form. Your application will be voided.***
- Mailed applications must be received in the GSA mailbox no later than 5PM, 30 days prior to travel.
- Faxed and emailed applications will not be accepted. All signatures must be original.

STEP THREE: Notification of PDG Award Status

- The GSA will not review an application without all requirements being met.
- All application requirements must be in the GSA mailbox no later than 5PM, 30 days prior to travel.
- The GSA will send an email advising you of whether or not you received a PDG.

STEP FOUR: Submitting Post Conference Receipts and Supporting Documentation

- The graduate student is responsible for submitting receipts and supporting documentation for reimbursement.
- ***All original receipts and required supporting documentation must be in the GSA mailbox no later than 5PM, 30 days post travel date.***
- Receipts and documentation hand-delivered to the GSA mailbox must be time stamped by Student Life Counter Staff before being placed in the GSA mailbox.
- Mailed receipts and documentation must be received in the GSA mailbox no later than 5PM, 30 days after your return travel date.
- Photocopies will not be accepted. Original receipts are required.
- **If you fly, take the train, or take the bus please submit your boarding passes and your ticket receipt.**
- **If you stay in a hotel/motel please ask for a detailed receipt when you check out and if you share a room please ask for separate receipts.**
- **If you register for your conference online please print you receipt and if you register upon arrival please ask for a detailed registration receipt.**
- **Conference presenters must supply a copy of the conference program cover page and the page citing your presentation.**
- **Non-presenters must include confirmation of conference attendance.**

STEP FIVE: Receiving Your PDG Money

- The GSA will prepare a Disbursement Voucher (for non-UMass Boston employees) or Travel Reimbursement Form (TRF) (for UMass Boston employees) with your reimbursable amounts. Disbursement Vouchers will be sent to the accounting office. TRF's will be e-mailed back to you for your signature.
- The University does not pay for taxes or fees.
- *Mailing Address: The address placed on the TRF will be the one you entered on your PDG application. If this address is not the address listed in WISER then there will be a delay processing your reimbursement check. You are responsible to make sure the address on the TRF and WISER match.*
- The check will be mailed by Accounting within four to six weeks of their receipt.

Points to Remember:

The GSA budgeted amount for this program is limited. As a result, a limited number of graduate students will be able to receive a PDG. Therefore it is imperative that all PDG guidelines be followed exactly.

All applicants must adhere to all PDG requirements. Failure to comply with all requirements, especially the 30 day rule shall result in a PDG not being approved or reimbursement not being granted.

Professional Development Grant Application Form

(Please type or print legibly)

Student Life
Timestamp

PART ONE:

*Name: _____

*Student I.D. Number (located on your I.D. card): _____

*Employee I.D. Number (located on your pay stubs): _____

*Mailing Address: _____

(University regulations require your reimbursement check to be mailed to the address listed in the University system. Please go to page 2, Step One for specific details.)

*E-mail: _____

*Telephone Number: _____

Graduate Program: _____

*Degree Sought: _____ *Credits Required for Degree: _____

*Have you received a PDG before? _____ If so, when: _____
(Please be aware that if your program requires less than 60 credits, then you may receive only one PDG during your entire time of study. If your program requires more than 60 credits to graduate, then you may receive two PDGs during your entire time of study)

*Conference Name: _____

Sponsoring Organization: _____

*Conference Date(s): _____

*Conference Location/City: _____

*Travel Date(s): _____

*Are you presenting a paper or poster? _____ If so, attach your acceptance letter.

If you are not a presenter, you are required to submit confirmation of conference attendance.

I have read, understand and agree to follow all PDG guidelines and requirements including that the reimbursement check will be mailed to the address listed in WISER.

Signature: _____ Date: _____

***Denotes a field that must be filled out in order for the form to be considered complete. Any blank fields beginning with an asterisk will be rejected.**

Part One (continued)

Please describe your area of study and, if applicable, your thesis project or dissertation project.

Please explain why you wish to attend this conference and how it relates directly to your field of study.

If you have applied for and/or received other sources of funding, please list the source(s) and funding amounts.

Attach a print out from WISER of your class schedule here.

PART TWO: Estimated Expenses Submittal Form

Transportation

(If using an internet travel service to obtain a combination air/hotel package, do not complete this section. Go to Combination section)

Reimbursement rate:

Reimbursement is 60% of major transportation used to and from the destination city.
Major transportation is **one** of the following: airfare, bus fare or rail fare.

Transportation Type	Cost*	Rate	Estimated Award
_____	\$ _____	X .60	\$ _____

Accommodations

(If using an internet travel service to obtain a combination air/hotel package, do not complete this section. Go to Combination section)

Reimbursement rate:

Reimbursement is 50% of per day cost up to a **maximum** per day reimbursement of \$75.00.

Reimbursable days include: actual days attending conference, one travel day prior and one travel day post.

Number of Days	Cost Per Night*	Rate	Estimated Award
_____	_____	X .50	\$ _____

Combination- Air and Hotel Package

Use this section if you are using an internet travel service to book an airfare and hotel package.

Reimbursement Rate:

Reimbursement is a flat 50% of total package cost.

On-Line Service	Package Cost*	Rate	Estimated Award
_____	\$ _____	X .50	\$ _____

Registration Fee

Reimbursement rate:

Students presenting a paper or poster: Reimbursement is 100% of main conference registration fee.

Students not presenting a paper or poster: Reimbursement is 100% of main conference registration fee

Main Conference Registration Cost	Rate	Estimated Award
\$ _____	X 1	\$ _____

Total Estimated Award

\$ _____

Maximum award: \$500 for presenters and \$400 for non-presenters

**** PLEASE NOTE:** The GSA does not pay taxes, gratuities or tips. Only expenses requested on this form are eligible for reimbursement.

Professional Development Grant Application Checklist

PDG Application Form

- _____ Main Application Form (Part One) with your original signature.
- _____ Verify that your current mailing address is the one listed in WISER.
- _____ Estimated Expenses Form (Part Two).
- _____ WISER class schedule print out
- _____ If a presenter, copy of notice stating acceptance as a conference presenter.
- _____ If not presenting, Graduate Program Director's Approval with Original Signature.

Submitting Your Completed Application

An application is not considered complete until all of the above have been received by the GSA. All materials must be submitted at the same time.

- _____ The GSA must receive your completed application and all supporting documentation no later than 5PM on the 30th day prior to your date of travel.
- _____ If delivering the materials to the GSA mailbox, please have it time stamped by Student Life Counter Staff before it is placed in the GSA mailbox.
- _____ If the completed application is mailed to the GSA, the envelope must be received no later than 5PM on the 30th day prior to your travel date.
- _____ Please retain a copy of your submitted application for your records.

Notification of Grant

All applicants will be notified via email if the PDG has been approved.

Graduate Student's Post-Conference Responsibilities

- _____ All original receipts and required documentation must be submitted within 30 days of your travel date. They must be received in the GSA office no later than 5PM on the 30th day after the date of travel completion.
- _____ All original receipts and required documentation must be received at the same time:
 - **If you fly, take the train, or take the bus please submit your boarding passes and your ticket receipt.**
 - **If you stay in a hotel/motel please ask for a detailed receipt when you check out and if you share a room please ask for separate receipts.**
 - **If you register for your conference online please print you receipt and if you register upon arrival please ask for a detailed registration receipt.**
- _____ If you presented a paper or poster, you must submit the front page of the conference program and the page citing your participation. It can be photocopied and returned to you later if you wish to hold on to it.
- _____ If not a presenter, submission confirming conference attendance is required.
- _____ If delivering the documents to the GSA mailbox, please have the envelope time stamped by Student Life Counter Staff before it is placed in the GSA mailbox.
- _____ If you are mailing the documents to the GSA, the envelope will be time stamped upon receipt.

FAILURE TO COMPLY WITH THE ABOVE WILL RESULT IN NOT HAVING YOUR APPLICATION APPROVED OR NOT RECEIVING REIMBURSEMENT FOR TRAVEL.

The GSA's funding only permits a small percentage of UMB graduate students to receive these grants. Therefore, applicants must meet all program requirements to ensure the most effective use of funds.