

## GSS Professional Development Funding

The BGSU Graduate Student Senate is pleased to facilitate professional development for graduate students by providing funds which graduate students may apply for at the beginning of each semester. Funding for professional development (FPD) is designed to supplement costs for graduate students participating in professional activities (i.e. conferences, workshops, recitals, etc.). Graduate students may apply for Summer 2012 between March 9, 2012 and April 6, 2012. Activity date range: May 5-August 20. Applications will be notified of the award status on or before April 22. Summer funding is processed when school resumes in August. DO NOT SUBMIT receipts or documentation before Aug. 20, 2012.

\* Required

**Last Name\***

**First Name\***

**BGSU Student Identification Number\***

**Your Academic Department\***

**Your Campus Address \***

List any campus address where you receive mail, it may be your department (example: 532 East Hall) or the office where your assistantship is located.

**Off campus Address**

This is only for students who are not regularly on campus

**BGSU email address \***

Notification of your FPD award is sent to your BGSU email account

**Date of Activity\***

This must fall between May 5 and August 20

**Formal Name of Activity\*****Location of Activity (for US: City and State, for international: City, Country)\***

Cities names and state/province required for U. S. and Canada. All other locations require a minimum of city and nation.

**Related website****Description of Activity in 50 words or less\*****Applicant's Role\***

- Presenter, leadership, performer
- Attendee, Research Opportunity

**How much are you applying for?\***

State the total estimated cost of the activity (registration, lodging, and transportation) minus any anticipated funding from other sources. This is only an estimate, definite figures are not required.

**Comments****Terms and Conditions**

Guidelines for Funding for Professional Development (FPD)

Funding for professional development (FPD) is designed to supplement costs for graduate students participating in professional activities (i.e. conferences, workshops, recitals, etc.).

#### Eligibility

Applicants must be enrolled in the semester they seek funding within BGSU's Graduate College, registered for at least 6 credit hours per semester during the academic year, and in good standing with the Graduate College.

The applicant's department must be in good standing with Graduate Student Senate (GSS) at the end of the previous semester. Applicants from departments not in good standing with GSS at the end of the previous semester will not be considered for FPD. Applicants are responsible for knowing this information.

Each student must fill out an application, completely independent of any other student. **NO GROUP APPLICATIONS WILL BE CONSIDERED.**

Only one FPD application accepted per activity.

A student may apply for multiple activities within a semester. Each professional development activity will require a separate application.

#### Funding Guidelines and Appropriate Use of FPD

- FPD will be considered only for expenses related to transportation, lodging, and registration.
- FPD will not be provided for meals, food expenses, materials, or other social activities. Mileage is in compliance with the university mileage reimbursement policy found at <http://www.bgsu.edu/offices/controller/page8718.html>. As of July 1, 2011 the mileage rate is 55.5 cents per mile.
- Applicants are eligible for maximum distribution of \$275 per academic year. The actual amount received is dependent upon the number of applications, level of participation and funding available within any given semester.
- Applicants may only apply for FPD during the defined period of time.

This form does not generate an automatic confirmation. You will receive an email notification of your award status on or before the date listed on the GSS funding web page from the GSS treasurer.

Receipts for expenses and proof attendance must be submitted to the GSS office within 30 days of travel during the academic year. See GSS FPD webpage for details.

**\*\*\* INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED\*\*\***

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I have read and agree to the terms and conditions listed above.

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