Process for Professional Development Support Conference Funds

1. Student must be in good academic standing to apply.

2. Student plans to attend the conference and gets their PI’s permission.


4. Student gets the “PDS Conference Participation Signature Page” form from the LGS site at: [http://gs.emory.edu/professional-development/pds/apply.html](http://gs.emory.edu/professional-development/pds/apply.html). Signatures include: the student, the PI, the DGS, and Margie Varnado. Students must obtain all signatures before Margie will sign. E-signatures are acceptable. The form may be emailed to Margie for signature no later than the 10th of each month (in order to meet the deadlines of the LGS, without incurring extra delay in accessing funds). The student uploads the form no later than the 15th of the month with estimated expenses into the CollegeNet interface at: [https://www.applyweb.com/emorypds/](https://www.applyweb.com/emorypds/). CollegeNet sends the form to the LGS.

5. LGS confirms receipt of the form by e-mail to the student. Student should note that the LGS staff only process these requests once per month.

6. LGS approves or denies the form, sending an e-mail to the student with the reasoning if denied. If approved, Margie then also sends instructions to the student on how to accomplish reimbursement after the trip.

7. Student goes on the trip, retaining ALL itemized receipts.

8. Upon returning from the trip, the student schedules time to meet with Margie and completes the “Conference Participation Report Form” (located at: [http://www.gs.emory.edu/professional-development/pds/reports.html](http://www.gs.emory.edu/professional-development/pds/reports.html)) to bring to the meeting.

Students may also apply for Research and Training Funds through LGS. Please visit [http://www.gs.emory.edu/professional-development/pds/index.html](http://www.gs.emory.edu/professional-development/pds/index.html) for more information to include procedures.