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. 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/. 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 completes the “Conference Participation Report Form” (located at: http://www.gs.emory.edu/professional-development/pds/reports.html ), and sends it to Margie Varnado.

9. If the student’s travel is being supported by PDS funds only, the student should give all original and/or copy receipts plus LGS email approval of funds to their program administrator who will enter the reimbursement into Compass.

10. If the student’s travel is being supported by their PI’s funds, Margie Varnado will give the speedtype to the student to share with PI’s department. The student will work with the appropriate staff member of the department/division in which the student’s PI is based to process the reimbursement—this is particularly helpful because there may be multiple sources to cover the costs of the travel.

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