Process for Professional Development Support Training Funds

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

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


4. Student gets the “PDS Competitive or Non Competitive Training” form from the LGS site at: http://www.gs.emory.edu/professional-development/pds/apply.html. Signatures include: the student, the PI, and the DGS. The student uploads the form no later than the due date listed on the PDS calendar located at http://www.gs.emory.edu/professional-development/pds/calendar.html 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 email to the student.

6. LGS approves or denies the form, sending an email to the student with the reasoning if denied. If approved, Margie then processes payment to the student for the awarded amount.

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

8. Upon returning from the trip, the student completes the “PDS Training Award Report Form” (located at: http://www.gs.emory.edu/professional-development/pds/reports.html), and sends it to Margie Varnado along with all the original receipts and summary of trip per the form's instructions.

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

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