Professional Development Grant Application Criteria

General Criteria

The GSU Professional Development Grant (PDG) is a pilot project developed to help offset expenses involved in attending **several** workshops, seminars, software programs, or literature (including but not limited to books, journals, newspapers, magazines, e-books, audiobooks, etc.) related to one's academic work, or work as a graduate student, or one's experience as a graduate student. The intent is to assist graduate students with improving their access to professional workshops, seminars, software programs, and any literature to further their academic and career goals. The GSU will reimburse PDG applications for those kind of activities with a cost of up to **$200.00 (two hundred dollars)** for Masters Students and **$400.00 (four hundred dollars)** for PhD students**.** Questions regarding this application can be directed to 'finance@gsumun.ca'.

Grant applications will be reviewed according to the following criteria:

1. Grant Applications will be accepted only if the person filling out the application is a current graduate student at Memorial University of Newfoundland at the time of both the application and event.
2. The grant application must be **complete**, consistent, include detailed data, be well-researched, and neat in appearance. The application must be submitted to the GSU main office (GH-2007) for processing.
3. Before funds are released, each application **must provide receipts or proof of payment** along with a completed application form. If receipts are not received, money will not be transferred.
4. The maximum amount can be split up between multiple workshops/software/literature. (henceforth referred to as the event).

Acceptable Criteria
- Seminar, webinar or workshop related to applicant's field of study
- Events hosted by Professional Organizations and Societies recognized in Canada
- Certificate of completion offered for said event

Name of Applicant:	Student ID:
Applicant's MUN E-mail:	Applicant's Department:
Contact number (off MUN Campus):	Applicant's program:
Applicant's Local Address: Send cheque to this location □	Name and location* of the event being attended: *not applicable for webinars

Name and contact information of the professional organization that is hosting this event:

Date(s) when individual will be attending the workshop \ or buying the software or the literature:
DD / MM / YY

Cost of attending the workshop\ buying the software or the literature (in Canadian Dollars):
$

Does this event offer a certificate of completion?
YES   NO

Please provide us with a **detailed** explanation of how your attendance at this seminar / workshop or buying the software / the academic book will benefit you in your degree and career goals.

_____
_____
_____
_____
_____
_____

DECLARATION:

The candidate, who accepts responsibility for this grant must sign this application.

Submissions will be examined on a rolling basis. Annual amounts for funding of the PDG will be at the discretion of the Finance Committee of the Graduate Students' Union.

I confirm that this seminar or workshop is not being funded through other sources.

I confirm that have read the application and that funds will be reimbursed and only used to attend the seminar or workshop in the timeline stated as described in the application.

I confirm that I will be accountable to the Graduate Students' Union for the agreed use of funds, and have submitted the correct receipts and any other requested documentation.

_____   _____

Signature   Date of submission

Date	Receipt Amount	Amount Provided	FOPAL	Approval of Funds

March 2018