

## Center for Graduate Studies

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**Potsdam**  
THE STATE UNIVERSITY OF NEW YORK

# Professional Development Funding

## Professional Development Funding

The Graduate Student experience is an overarching term that describes everything you will do during your time at Potsdam as a graduate student. Outside of your academic degree program, you will find numerous opportunities to engage with the campus community and your classmates. External to Potsdam, we encourage you to look at professional development opportunities such as conferences, presentations, and research collaborations to support your learning and immersion in your chosen profession. Graduate Studies proudly supports this with our Professional Development Funding (PDF) program.

Below comprises the core requirements to apply for financial support as it relates to a professional development engagement. On the subsequent pages, you will find the primary elements of the proposal. You must submit all pieces to be considered for funding:



Each proposal must be submitted a minimum of 4 weeks in advance of the activity to provide ample time for review and approval. Supplemental pieces of information that should be submitted along with a particular section include but are not limited to:

- ✓ Information about the organization or conference
- ✓ Quotes on travel expenses (from actual agencies or companies, not personal quotes)
- ✓ Recommendation or support from faculty member (not required, but helpful)

Student Name \_\_\_\_\_ P# \_\_\_\_\_ Program \_\_\_\_\_

## Main Proposal Plan

Please submit a general overview of your proposal including detailed information about the Professional Development Funding engagement (may submit a typed plan in addition to supplements):

Student Name \_\_\_\_\_ P# \_\_\_\_\_ Program \_\_\_\_\_

## Expenses

Please provide details related to expenses (an attached spreadsheet is recommended). Links and/or supplemental documents validating expenses are also required.

**\*Note:** Funding may vary depending on availability and amount requested. Partial funding may also be awarded.

## Dates/Schedule

Provide dates and the schedule for the Professional Development Funding engagement below and/or on another document:

Student Name \_\_\_\_\_ P# \_\_\_\_\_ Program \_\_\_\_\_

## Personal/Professional Benefit

Please describe in 750 words or less a reflection on the personal/professional benefit to you during your program and as you prepare yourself for your chosen career:

Student Name \_\_\_\_\_ P# \_\_\_\_\_ Program \_\_\_\_\_

## Reciprocation Plan

Graduate Studies believes that knowledge sharing in a community of scholars is an inextricable component to the learning experience both in and outside of the classroom. As an agreement to the receipt of funding for a Professional Development Funding engagement, please provide a plan for how you will share this information as a workshop and/or brown bag lunch.

**\*Note:** Short promotions may also be asked such as display board submissions, a blog post or short press release(s) to the community:

Student Name \_\_\_\_\_ P# \_\_\_\_\_ Program \_\_\_\_\_

## Acknowledgement

As an applicant for funding for professional development, my signature below confirms that I am the sole applicant for this Professional Development Funding engagement, have provided truthful information pertaining to the engagement and all associated expenses, and understand the rights and responsibilities associated with any and all award(s) received.

Additionally, I understand that as a recipient of funding, I acknowledge my responsibilities within the code of student conduct, and as a representative of the SUNY Potsdam community and will act so accordingly.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
P#

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date