

Graduate Student Professional Development Fund 2015-2016

The Office of the Associate Provost for Academic Programs is pleased to announce the availability of a modest amount of funding to support professional development for graduate students. The funds will be allocated through a competitive application process.

Description of funding opportunities –

Currently matriculated graduate students may request up to \$250 for any of the following:

- To reimburse travel and/or registration fees to present a paper, poster, or creative project at a regional or national conference;
 - Funding is not available to subsidize conference attendance for non-presenters;
 - Please note that funding will not be allocated prior to travel;
- To reimburse travel to complete essential research for their thesis or other culminating experience (major research project, recital, or exhibition of creative work);
- For necessary equipment or materials (e.g., lab supplies, film, paint) to complete their thesis or other culminating experience (major research project, recital, or exhibition of creative work);
 - Purchases will be approved for reimbursement based on NY State Tax-Levy Guidelines which restrict certain purchases including meals. Food for film crew purchased as part of a thesis project, for example, is not reimbursable.

The use of these funds is governed by New York State Tax-Levy Guidelines

To be eligible for funding students must –

- Be a matriculated graduate student registered for courses both during the semester of application and travel (students applying for summer or winter funding need not be registered for summer or winter courses);
- Have completed a minimum of 6 graduate credits or document substantial undergraduate research related to conference topic;
- Have a cumulative GPA of 3.5 or higher.

To Apply – applicants must e-mail their complete application along with necessary supporting documentation to Beatrice Tony-Jean, Coordinator of Graduate Studies, (btonyjean@brooklyn.cuny.edu). **The deadline to submit materials is Friday, March 18, 2016.** A complete application includes:

- Graduate Student Professional Development Fund Application
- Letter of recommendation from graduate deputy or thesis supervisor
- A preliminary budget
- Depending on the type of request you are making:
 - Letter of Acceptance from conference
 - If you are applying for funds for travel to support your research, your application must include a statement from your faculty advisor explaining why travel is essential for your work
 - If you are applying for funds for equipment or materials to complete your thesis or other culminating experience you must include a letter of justification explaining why these materials are necessary.

Questions – please contact Beatrice Tony-Jean, Coordinator of Graduate Studies, 718.951.5771 or btonyjean@brooklyn.cuny.edu

**Graduate Student Professional Development Fund
2015-2016 Application**

Student Information:

Name _____ EMPLID _____

Address _____

City _____ State _____

Email _____

Phone _____

Graduate Program _____

Graduate Deputy _____

GPA _____ Credits Earned _____

Anticipated Semester of Graduation _____

Title of Project _____

Conference Information:

Sponsoring Organization _____

Dates of Travel _____ Location _____

_____ Check here if you are applying for funding to support research for your thesis or culminating experience. Please attach a description of why the travel is essential for your research along with a statement of support from your faculty advisor or graduate deputy.

_____ Check here if you are applying for funding for equipment or materials to support your research or creative endeavor.