Salem STATE UNIVERSITY
SCHOOL OF GRADUATE STUDIES

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Professional Development Grant Program

The School of Graduate Studies (SGS) is dedicated to enhancing the academic development of graduate students at Salem State University. The goal of the Professional Development Grant (PDG) program is to assist matriculated graduate students with the economic burden of presenting at academic and professional conferences. This is a post travel reimbursement program. **Approval occurs prior to travel and all travel must be completed by June 30, current year.**

This grant program will continue each year, depending on available funds and budgetary considerations.

Overview of Process
The PDG application must be submitted to the SGS office no less than 30 days prior to your travel date. The SGS will then notify you by email regarding your application status. Once your return from the conference, you must submit your original receipts and other required documentation to the SGS office within 30 days of your return date.

A committee comprised of members of the Graduate Student Advisory Board will review all applications. Students must provide a letter informing them that their program or research paper has been accepted. Students are also required to provide a letter of support from a SSU faculty member recommending them for a grant.

Who Can Participate?
Matriculated degree seeking Master's students, who are presenting a paper, or research project, at a conference are invited to apply. Travel must occur while the student is actively enrolled in a degree seeking program.

Students enrolled in Continuing Education, Licensure and Certificate programs are not eligible to participate. Students who attend conferences post graduation date are ineligible.

What is the PDG Dollar Amount?
There are limited funds in the PDG program each year. Applications are considered on a first-come, first-serve basis. The maximum grant for students presenting a paper or project is **$500.00**

How Many PDGs Can I Receive?
One PDG per fiscal year per student (July 1 – June 30) is allowed.

When are PDG applications due for the current academic year?
Applications are accepted all year however the last day to apply is May 15.

What can I use PDG money for?
Approved applicants can use their allotment for registration, mileage, flight or hotel costs for authorized reimbursement. **All students must also fill out official travel paper work with the University.**

When Do I Receive the PDG Money?
Reimbursement will occur after travel is completed. All monies for the current academic year must be encumbered by June 30.

After completing travel, the student must submit original receipts and all supporting documents no later than 30 days (must be in the SGS office no later than 5PM) from your return travel date.

Professional Development Grant Application Form

Name: (last, first, middle, former)				Student ID:	
Mailing address: (street/number)		Apt #	City	State:	Zip:
Home phone:	Work phone:		SSU email:		
Undergraduate degree: (college)		Year:	Major:		GPA:
Graduate program:					
Degree sought:					
Have you received a PDG before? ☐ Yes ☐ No If so, when:					
Conference name:					
Sponsoring organization:					
Conference date(s):					
Conference location/city:					
Travel date(s):					
Title of program/paper:					
Abstract of conference listing:					

☐ Attached is the letter accepting my program or research project proposal.

☐ Attached is a letter of recommendation from my SSU faculty member.

I have read, understand and agree to follow all PDG guidelines and requirements.

Signature:	Date:

All fields must be filled out in order for the form to be considered complete. Any blank fields will result in the application being rejected.

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Please describe your area of study, and if applicable, your thesis or capstone project:
Please explain why you wish to attend this conference and how it relates directly to your field of study:
If you have applied for and/or received other sources of funding, please list the source(s) and funding amounts:
Attach a printout from NAVIGATOR of your class schedule here.