

## Monetary Support for Graduate Student Professional Development

### Instructions for Requesting Support

<https://gradschool.siu.edu/student-resources/grad-support.php>

The Graduate School will assist students with professional development expenses by reimbursing up to \$500 per student per professional development event. Students are required to present at the event to receive this support. See below for eligibility, limitations, and more details.

#### Eligibility:

1. The graduate student must be currently enrolled in an SIUC graduate program, and their cumulative GPA must be 3.0 or greater.
2. The event must be a regional, state, national, or international conference, professional meeting, or event that the student's graduate program confirms is appropriate for the student's academic growth.
3. The student must have been invited/accepted to officially participate in the event, e.g., paper or poster, presentation, exhibit, performance, leading a conference session, etc. Proof of invitation/acceptance must be provided along with the request for funding.
4. Events may be in-person or virtual.
5. Funds can only be supplied for 1 co-author if multiple apply.
6. For students on Research Assistantship appointments that are supported by external funds, the PI of the student MUST make a financial commitment to reimburse the student for more than or equal to the maximum amount that can be awarded (\$500).
7. Students with Scholarships or Fellowships that include funds designated for travel, such as the NSF GRF, are not eligible for Graduate School Professional Development funds at this time.

#### Student Responsibilities:

1. At least 30 days prior to the start of the event, complete the Graduate Student Professional Development Funding Request and submit it to [gradbusiness@siu.edu](mailto:gradbusiness@siu.edu) along with a copy of the invitation/acceptance letter/email from the event organizers that confirms your participation.
2. The Graduate School will forward your request form to your Faculty Advisor and the Director of Graduate Studies for your program. Both parties must approve in order for your request to be processed.
3. After your request is processed, you will receive a copy of the signed form via email from [gradbusiness@siu.edu](mailto:gradbusiness@siu.edu).
4. Attend the professional development event and save all receipts for related expenses paid (e.g., transportation, registration, lodging, parking, etc.).

5. Within 10 days after the event, submit all receipts, a copy of the event program page that documents your presentation/participation, and the required Travel Expense Voucher or Invoice Voucher to your Director of Graduate Studies or the business manager for your program. The program staff will submit these documents along with either a Travel Expense Voucher (for in-person attendance), or an Invoice Distribution Form (IDF) (for virtual attendance), to the Graduate School via [gradbusiness@siu.edu](mailto:gradbusiness@siu.edu).
6. Be sure to also request reimbursement from the Graduate & Professional Student Council (GPSC) by visiting <https://gpsc.rso.siu.edu/travel-funding-guidelines-and-forms/> . This is a separate process.

#### Limitations:

1. Funding for graduate student professional development is awarded on a first-come, first-served basis, based on available funds.
2. Requests must be submitted at least 30 days prior to the event, and follow-up documentation must be received by the Graduate School within 20 days after the event.
3. All University/State restrictions on travel apply.
4. A student may only receive this award once every 2 academic calendar years.
5. Funding will not cover expenses that are already being reimbursed by other agencies or funding sources.

#### Program Responsibilities:

1. Prior to the event, sign the student's Professional Development Funding Request. Determine if the program, school, or academic college has additional funds to support the student. If there are funds available, the fiscal officer should sign the request and note the funds available.
2. Within 10 days after the event, accept the student's receipts and program page. Submit these documents along with either a Travel Expense Voucher (for in-person attendance), or an Invoice Distribution Form (IDF) (for virtual attendance), to the Graduate School via [gradbusiness@siu.edu](mailto:gradbusiness@siu.edu).

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