

College of Social Sciences Graduate Professional Development Funds Request

The Faculty in the College of Social Sciences seek to provide opportunities that encourage and stimulate the professional growth of the College of Social Sciences graduate students. In an effort to meet this goal, the Dean's Office may offer limited resources to assist with funding professional development expenses.

In order to request/receive professional development funds, we ask graduate students to adhere to the following guidelines.

- All relevant available information about the professional development opportunity must be included on the Funds Request form. Note: no funding will be given for travel associated with a job search.
- Applications for funds should be received by October 1st for fall semester and March 1st for spring semester. Every effort will be made to assist students with pre-payment of their expenses. In some instances, individuals may need to front the costs and will be reimbursed for expenses incurred up to the awarded amount.
- Priority for fund requests will be given to students whose participation is deemed essential.
- COSS will not cover late registration and other fees/penalties. Should a student who is awarded funding cancel his/her participation in the professional development opportunity, he/she will be required to pay back, in full, the amount received.
- **The Department Chair must approve all professional development funds request.**

**College of Social Sciences
Graduate Professional Development Funds Request**

Name: _____

UWG ID#: _____

Phone number: _____

E-mail address: _____

Department: _____

Amount Requested: _____

Professional Development Opportunity:

1. How will participation in this activity help you in your educational career in the College of Social Sciences?

2. Attach an itemized list of your estimated expenses including professional development cost, funding received from other sources, and your out-of-pocket contributions.

Applicant Signature

Date

Department Chair

Date

**College of Social Sciences
Graduate Professional Development Funds Request**

For Internal Use Only

Recommend Approval by Department Chair **YES** **NO**

AMOUNT APPROVED: _____

Department Chair

Date

Dean, College of Social Sciences

Date