Graduate Assistant Professional Development Funds Request

The Professional Development Work Group (PDWG) seeks to provide opportunities that encourage and stimulate the professional growth of graduate assistants working in the Division of Student Affairs. In an effort to meet this goal, PDWG can offer limited resources to assist with funding professional development expenses, including conference registration, trainings, travel, and meals.

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

- The maximum amount awarded to any one graduate student for the academic year is $500.
- All relevant available information about the professional development opportunity must be included in your application materials along with the Funds Request form. This includes listing of other funding sources, demonstration of own out-of-pocket contribution, registration form, program/bulletin, travel cost, lodging costs, estimated meals, registration fee, etc.
- Graduate students who receive professional development funds will be required to share information learned at the conference, if applicable, to a division-wide audience. Notes from the conference should also be shared. PDWG will not award funding for travel associated with job searching, including participation in The Placement Exchange (TPE).
- Applications for funds should be received four weeks prior to the date of the conference. 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 attendance at the conference is deemed essential. (i.e. presenters, leadership roles, certifications, writing in journal and trade magazines, etc.).
- The purpose of these funds is to provide students with an opportunity to attend conferences that the department did not already budget for the students to attend. The student will be expected to demonstrate his/her own out-of-pocket contribution in addition to what PDWG/department/other funding sources provide.
- PDWG will not cover late registration and other fees/penalties. Should a student who is awarded funding cancel his/her trip, he/she will be required to pay back, in full, the amount received.
- Your direct supervisor and department director must approve all requests for professional development funds.

Please submit completed form and supplemental documentation to Trey Lightner [lightjl@auburn.edu].
Graduate Student Development Funds Request Form

Date: 
Name: 

Phone number:  
E-mail address: 

Department:  
Amount Requested: 

Name of Professional Development Opportunity: 
Conference Location: 

Early Bird Registration Cost and Deadline: 
General Registration Cost and Deadline: 

1. How will your attendance at this conference or participation in this activity help you in your position at Auburn University? Be sure to describe how your attendance supports initiatives within the Division of Student Affairs. 

2. Will you be presenting, serving in a leadership role, volunteering, etc. at this conference? (If yes, describe.) 

3. Please attach the completed Funds Request form, a listing of other funding sources received, some demonstration of your own out-of-pocket contribution, registration form, program/bulletin, travel costs, lodging costs, estimated meals, registration fee. If applicable, attach a copy of your presentation proposal. 

4. Please attach an itemized estimated list of your total expenses. 

__________________________________________________________________________
Applicant Signature Date

__________________________________________________________________________
Supervisor Signature Date

__________________________________________________________________________
Department Director Signature Date

For Internal Use Only
Recommend Approval by Professional Development Work Group □ YES □ NO

AMOUNT APPROVED: ______________________________________________

__________________________________________________________________________
PDWG Chair Signature Date

__________________________________________________________________________
AVP Signature Date