



Steinhardt Undergraduate Student Government

**Annual Professional Development
Reimbursement Grant Application**

2016-2017

Application Opens:
Wednesday, March 1st, 2017

Application Closes:
Friday, March 31st, 2017

Presentation on Professional Development Activities:
Monday, April 3rd, 2017

Program Overview

A portion of the Undergraduate Student Government's budget is set aside every academic year to support NYU Steinhardt students in their professional development*. Reimbursements are offered on a competitive basis to undergraduate students in good academic standing to help offset the cost of various professional activities related to their studies (i.e. attending professional conferences, research projects, art exhibits, musical performances, speaking engagements, etc.).

*Expenses for class related activities, certifications, and exams will not be reimbursed.

- Reimbursements are awarded on a competitive basis. Funds can be used toward conference fees, travel and accommodation expenses, and presentation supplies that have already been purchased. No personal expenses, food, or beverages will be covered.
- The reimbursements are competitive. Completing the application process does not guarantee that funds will be awarded. No reimbursement will exceed \$1,500 per student, per academic year. In some cases, partial reimbursements will be awarded. Incomplete reimbursement applications will not be considered.
- The Professional Development Reimbursement selection committee consists of all Executive Board members. They will review each application and determine reimbursement allocations.
- It is the responsibility of the student to hand in proof of payment with application, including original receipts. Grants **cannot** and **will not** be awarded without receipts. Receipts must be dated no earlier than May 2016.

- Grant recipients will be invited to and recognized at the Steinhardt Undergraduate Awards Gala on **Thursday, May 4th, 2017**
- All applications will be reviewed after April 3rd and recipients will be notified the week of April 10th, 2017. **All decisions are final and cannot be appealed.**

Eligibility Requirements

- Applicants must be matriculated undergraduate students in the Steinhardt School of Culture, Education, and Human Development.
- Reimbursements will be awarded only for professional work or activities in connection with the student's program of study or professional development. Reimbursements will not be awarded for such things as tuition, loans, student fees, organization dues, books, coursework activities, or coursework supplies.
- Applications may be submitted once for each event or activity. Applications should not be submitted for activities that are being paid for or reimbursed by other funding sources.
- The reimbursement application must be completed in full and submitted by the stated deadline. **Late, incomplete, or illegible applications will not be considered.**
- All original receipts must be attached and legible for the application to be considered.
- All **applicants** must present on their professional development activities on Monday, April 3rd, 2017 as part of the application.
- All **recipients** of the Annual Professional Development Grant will be asked to create a one-page written profile regarding their experiences and professional development activities.

Professional Development Grant Reimbursement Application

Name	
N#	
NYU email	
Academic Year	
Major	

1. Date, Time, Location and Cost of the event you attended:
2. Description of the event that you attended:
3. Why do you believe your activity/project should be considered professional development? (100-300 words):
4. What new knowledge have you gained? (100-300 words):

Checklist

The following components must be included to constitute a complete application:

- Professional Development Grant Application Questions
- Proof of Attendance
- Original Receipt(s)
- Completed Reimbursement Form
- Completed Travel Reimbursement Form. (This is only required if you are applying for reimbursement of travel expenses.)

Contact

For additional information and/or questions please don't hesitate to contact Rose Liu (roseliu@nyu.edu)

Submission

Please submit all applications under the Steinhardt Undergraduate Student Government's Office Door on the 3rd Floor of Pless Hall.

Please ensure that the entire application, including attached pages and receipts are turned in within an envelope with your **name** and **email** on it with the label **PROFESSIONAL DEVELOPMENT GRANT APPLICATION**.

Frequently Asked Questions

1. When are applications due?

Applications are due Friday, March 31st, 2017

2. What is the format for presenting on my professional development activity?

All applicants must present a short oral presentation to Steinhardt students on Monday, April 3rd, 2017. The presentation will be factored into an applicant's score.

3. When are applicants notified of their application's status?

All applicants will be notified the week of April 10th 2017 on the final status of their application.

4. What happens if I am awarded a Professional Development Grant?

If an applicant is awarded a Professional Development Grant, they will be invited to and recognized at the Steinhardt Undergraduate Awards Gala on Thursday, May 4th 2017.

They will also be asked to create a one-page profile regarding their experiences and professional activities.

5. What constitutes as "proof of attendance"?

Name Badges, boarding passes, acceptance info, and conference programs are all examples of documents that serve as proof of attendance. If you have any questions, feel free to email Rose (roseliu@nyu.edu) for clarification.

6. What if I lost my original receipts pertaining to my professional development activity?

If original receipts are misplaced, please contact us (steinhardt.usg@nyu.edu) **prior** to the deadline to discuss further options.

7. Where can I find either a Reimbursement Form or Travel Reimbursement Form?

You can find both forms under the “Resources” tab of the Steinhardt USG website. The site can be found at www.steinhardt.nyu.edu/usg