Steinhardt Undergraduate Student Government’s Annual Professional Development Reimbursement Grant Application

2018-2019

Application Opens:
Monday, February 25, 2019

Application Closes:
Friday, April 12, 2019

Presentation on Professional Development Activities:
Monday, April 15, 2019
**Misson**
The Steinhardt Undergraduate Student Government established the Annual Professional Development Reimbursement Grant to support students attending conferences related to their academic or professional goals.

**Grant Information**
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 and that the application process does not guarantee that funds will be awarded. No reimbursement will exceed $1,000 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 2018.

• Grant recipients will be invited to and recognized at the Steinhardt Undergraduate Awards Gala on Thursday, May 08, 2019.

• All applications will be reviewed after April 12th and recipients will be notified the week of April 22nd, 2019. 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 15th, 2019 at 6:30 PM in Pless 1 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 Reimbursement Grant Application

## Applicant Information:

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<tr>
<th>Name:</th>
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<td>Gender Pronouns</td>
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<td>N#</td>
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<td>NYU Email</td>
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<td>Academic Year</td>
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<td>Department</td>
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<td>Major</td>
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## Professional Development Information:

<table>
<thead>
<tr>
<th>Type of Event</th>
<th>1) Academic</th>
<th>2) Leadership</th>
<th>3) Professional</th>
<th>4) Other</th>
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<tbody>
<tr>
<td>Title of Event</td>
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<td>Event Website</td>
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<td>Location of Event</td>
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<td>Start Date of Event</td>
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<td>End Date of Event</td>
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<td>Total Amount Requested</td>
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Application Materials:
I. Detailed Breakdown of Expenses:
   A. Please included a detailed explanation of the costs associated with
      attending the conference; this includes transportation, lodging,
      registration, etc.
II. External Funding
   A. Have you received or are you seeking additional funding towards the
      cost of this event? If yes, please indicate from where, for what
      amount, and when you will be notified.
III. Past Professional Development
   A. Have you previously received a Reimbursement Grant from NYU
      Steinhardt’s Undergraduate Student Government? If yes, please
      indicate when you received the award, the amount received, and the
      event attended.
IV. Resume
V. Letter of Intent
   A. Please include a letter of no more than 1000 words explaining why
      this event will benefit your academic and/or professional objectives.
      Please include a description of the event that you attended.
VI. Proof of Conference
   A. Please include a document signifying that you have been accepted
      to present at or attend a profession development activity. (i.e. a
      receipt of your conference admission or registration, a confirmation
      of submission’s acceptance, name badges, programs etc.).
VII. Original Receipts
   A. Please submit all original receipts and proof of payment for
      expenses that will be covered by the funds awarded and will be
      reimbursed up to the amount awarded.
Checklist

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

- Professional Development Reimbursement Grant Application
- Detailed Breakdown of Expenses, Details of External Funding and Past Professional Development
- Resume
- Letter of Intent
- Proof of Attendance
- Original Receipt(s)
- Completed Reimbursement Form (Only boxes 1,2,5, and 12)

Contact

For additional information and/or questions please don’t hesitate to contact

Steven Ramdilal (steven.ramdilal@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

When are applications due?
Applications are due Friday, April 12, 2019 at 5PM.

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 15, 2019. The presentation will be factored into an applicant’s score. In the past, strong applicants have created powerpoint detailing their endeavors.

When are applicants notified of their application's status?
All applicants will be notified the week of April 22, 2019 on the final status of their application.

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 08, 2019. They will also be asked to create a one-page profile regarding their experiences and professional activities.

What if I lost my original receipts pertaining to my professional development activity?
If original receipts are misplaced, please contact Steven Ramdiilal (steven.ramdiilal@nyu.edu) prior to the deadline to discuss further options.

Where can I find either a Reimbursement Form?
You can find the form under the “Resources” tab of the Steinhardt USG website. The site can be found at www.steinhardt.nyu.edu/usg