

NSU Jacksonville Professional Development Grant

OVERVIEW AND CRITERIA

Purpose

The Professional Development Grant exists to support NSU students in furthering their academic learning through attendance and participation at conferences and workshops. Such opportunities can include the following:

- Attendance at a non-NSU professional or academic association conference directly related to your field of study.
- Attendance in a webinar or site-based short duration workshop sponsored by a regional or national professional or academic association.
- Participation in either of the above through an accepted presentation or poster session.

The Grant does NOT support academic program requirements or travel to the main campus.

Funding Guidelines and Criteria (Please Read Carefully)

- In a given fiscal year (July 1 – June 30), a student may apply for and may be awarded up to \$250 in order to support one professional development experience in the form of a conference or workshop as specified above. General conference attendees may receive up to \$100; those presenting at the conference/workshop can receive up to \$250. Applicants are not guaranteed to receive funding in any amount.
- Funding priority will be given to students who have been accepted to deliver a presentation at the conference/workshop. Preference will be given to students who are actively engaged at the Student Educational Center through Student Affairs/Student Government Association programs and activities and/or serve in a leadership role within a student organization.
- Grants will operate on a reimbursement basis for approved conference/workshop attendance; required paperwork (invoices and proof of payment) must be submitted within 10 days of the professional development experience in order to receive reimbursement.
- Applicants can be reimbursed for the conference/workshop registration, meal costs during conference/workshop travel (not to exceed \$50.00 per day), and hotel costs for stay during the conference/workshop dates only. Applicants will not be reimbursed for mileage, rental cars, airfare, or other travel expenses.
- All students requesting a professional development grant must be enrolled in a degree-seeking program and registered for at least one class during the time of application as well as at the time of the professional development activity. Additionally, applicants must be students in good standing with the University (and academic program) and demonstrate strong academic performance (minimum 3.0 cumulative GPA).
- Professional development grants may not be requested for the following: community service trips, required Residential Institutes, program Capstone experiences, Summer Institutes or other NSU-based requirements.
- Successful applicants must work in collaboration with the Student Affairs Office at the SEC to ensure adherence to all university policies and proper submission of paperwork for travel. All Grant funds and travel must adhere to the policies of the Student Activities Fee Manual.

NSU Jacksonville Professional Development Grant Application Form

Return this form to Cathy O'Brien in the Student Affairs Office or email sajax@nova.edu

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Application/Selection Process

- Applications will be reviewed during the fiscal year (starting July 1) by the SEC Student Government Association in the order received at the monthly Closed SGA meeting. The SGA may convene a special meeting to review Professional Development Grant applications but is not required to do so.
- Applications must be submitted at least four weeks prior to the date of the professional development experience in order to allow appropriate time for review. Please make sure to complete both sides of the application with complete and legible information. Applications **will not** be accepted after the conference/workshop has taken place.
- Applicants will be notified by email to their NSU email address after a decision has been made. Further instructions will be provided to successful applicants.
- Successful applicants will be required to acknowledge receipt of the Professional Development Grant and agree to the following requirements:
 - Students will maintain appropriate behavior during the conference/workshop as outlined in NSU's Student Code of Conduct.
 - Students will maintain good standing with the university and academic department through the time of the professional development experience. Loss of good standing with the University or academic department prior to the conference/workshop will result in the loss of the Professional Development Grant.
- Within 10 days of the conference/workshop, students will submit appropriate documentation to the Assistant Director of Student Affairs/SGA Advisor at the SEC. Appropriate documentation includes:
 - **Proof of attendance** at the conference/workshop for which the Grant was received (students presenting at the conference must provide proof of presentation, such as through a program booklet listing the presentation).
 - **Invoices/receipts and proof of payment** for conference/workshop registration, meal costs, and/or hotel stay for the amount approved through the Grant.
- Once all appropriate documentation is received by the Assistant Director of Student Affairs/SGA Advisor, he/she will initiate the process for reimbursement. Please know that payments are processed by the Student Activities Fee Accounts Office and the University's Accounts Payable Office and we are not responsible for delays in payment. Reimbursements are usually received within a month of being submitted.

Please note:

- Any unused funds will remain the property of the SGA.
- No cash advances will be provided.
- Applicants can only receive one Professional Development Grant per year.
- Grant awards are non-transferable to other individuals.

Questions? Contact Cathy O'Brien, Assistant Director of Student Affairs:

(904) 245-8927 or sajax@nova.edu

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APPLICATION FORM, CONTINUED

Conference/Workshop Information

Conference/Workshop Name: _____

Conference/Workshop Website: _____

Dates Attending Conference/Workshop: _____

Please list your anticipated expenses below, including registration, hotel, and meals:

Will you receive funding from any other NSU source or professional organization in order to attend this Conference/Workshop (circle one): Yes No

If you answered yes, please indicate the funding source(s) and amount(s) below:

Are you presenting at this Conference/Workshop (circle one): Yes No

If you answered yes, please list title of your presentation with a brief abstract below:

By signing below, you: 1) grant NSU staff permission to research your academic and conduct records for the purpose of verifying your eligibility for the Professional Development Grant, 2) confirm all information provided on this application is accurate, and 3) acknowledge that any misuse of awarded funds or misrepresentation of the information presented can result in referral to the University's student conduct process and collection of the money granted.

Signature

Date

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