

**PDS Training/Research Award Report****SUBMIT TO YOUR PROGRAM**

1. **Attach a copy of your PDS award letter to this report in addition to your narrative as described below.**
2. **Make a copy of this report for your records. If you apply for a training or research award in the future, you must attach copies of your reports on all previous training and research awards. The LGS will not locate and attach those reports.**

Date: _____ This report is for a (check one): *Training Award* ☐ *Research Award* ☐

Student

Full Name: _____ Emory Email: _____

Program: _____

Project Narrative

Project name: _____

In an attached document, please respond to the two questions below, in no more than 500 words.

1. Describe the training/research you received and the skill you acquired **or** research conducted.
2. Explain how the training or research conducted furthered your progress towards the PhD.

Award

Awards are processed by your program. Contact your program administrator for details regarding the payment process for your particular program.

Amount Awarded: _____

The total amount paid **cannot exceed** the amount awarded. If more money was spent, enter only the amount paid to the student.

Amount Paid: _____

Date payment request was processed: _____

Payment Confirmation

I attest that the Training/research support award was spent in accordance with the purpose for which it was awarded.

Student Signature: _____

☐ **Student Declined Award** *If the student has received the funds for their award that they would like to decline they should contact Jay Hughes at jlhughe@emory.edu for detailed information on how to return the funds.*

Reason for declining: _____

Confirmation of Reimbursement – completed by Program Administrator

Confirmation is managed in the CollegeNET Admit system. In the relevant application record:

1. Edit the Amount Awarded field, if needed (i.e., if the amount reimbursed differs from the amount awarded).
2. Enter "Yes" in the Report Submitted field.
3. Upload a scanned copy of this form as a file attachment.

Your completion of steps 1 (if needed), 2 and 3 serves as your confirmation that the student was reimbursed in the amount indicated.