Supplementary Training Support Guidelines

Revised August 24, 2012

Funding for supplemental training is intended to support instruction that is essential for students’ progress towards degree and is not available at Emory, or is available but not in the depth required.

There is no limit on the number of times a student may receive supplementary training support, nor on the amount of the support. However, once the student’s cumulative awards (i.e. past training awards plus the current request) for support exceed $2,500, the student’s application is subject to competitive review.

Competitive applications are judged by a multi-disciplinary faculty committee. Awards are based on the training’s contribution toward the student’s progress, the student’s use of previous PDS and external funding, as well as efforts to find external support for the current proposal. Competitive awards are normally less than $2,500, and it is extremely unusual for a student’s cumulative research and training support to exceed $8,000.

All applications for supplementary training support will be reviewed by the Laney Graduate School to be sure that the student is eligible and that the budget is not excessive.

Eligibility

- Students must be enrolled in an eligible Emory doctoral program for the duration of the training (all programs except Anthropology, Biomedical Engineering, and GDBBS).
- Students must be in good standing at the time of the application, in the graduate school and their program, as well as during the award period.
- Students may not have more than one incomplete at the time of application.
- Students must have submitted reports on all previous completed PDS awards.
- Applications for awards that require competitive review must include copies of the reports on all previous training and research awards. These reports will be considered by the review committee.

Support

- Specific forms of professional training not available at Emory. In general, an event is eligible for PDS training support when it
  - involves teaching and learning, as opposed to presentation and discussion;
  - involves acquiring a skill or method – examples include language proficiency, statistical methods, laboratory techniques, interview procedures, etc.;
  - is advertised as a training involving faculty, tuition and a specific learning goal.
- An event is not eligible for PDS training support just because it is called a “workshop” or “seminar,” is focused on a narrow subject-matter, or involves presentations of work in progress. Events like these are eligible for PDS conference support.
- If you have doubts about a particular event, please ask before you submit your application. Send information and your question to Leah Carswell.
• Eligible expenses include tuition and transportation. Where the training takes place away from Emory and the student is not receiving stipend support, limited living expenses for the duration of the training are available. If a student receives a graduate school stipend during period of training, support will not be granted for living expenses at the student’s primary residence. More information is in the Expenses and Budget Guidelines document, available on the Laney Graduate School website.

• Acquisition of languages not taught at Emory, or language training in a depth or character not available at Emory, when such training is essential to the applicant’s dissertation research. This includes both tutoring and formal classes.
  o Students are expected to make full use of available resources available at Emory before turning to PDS funds. These resources include summer classes oriented towards reading comprehension as well as the Structured Independent Language Study (SILS) program available through the Emory College Language Center.
  o PDS funds do not support language classes needed to pass program language requirements. Classes for this purpose are routinely available at Emory.
  o Students seeking advanced or accelerated experiences must demonstrate that they have taken full advantage of Emory resources. While accelerated learning is an acceptable justification for PDS support of language training, such programs do not replace Emory resources.

Review
• Students submit complete application to the Laney Graduate School for review and approval.
• Support up to the threshold of $2,500 is awarded primarily on the basis of DGS and Advisor approval.
• A student may receive several awards, totaling less than $2,500, without submitting an application to competitive faculty review.
• Once a student’s cumulative research support – past support plus current request – exceeds $2,500, all applications are subject to competitive review.
• Competitive review considers the amount of previous PDS research and training funding. The review committee expects that earlier projects will put the student in a better position to complete the proposed project. In addition, the review committee expects students to have made diligent and exhaustive efforts to find external funding sources. Only a select number of proposals are awarded under the PDS competitive category.
• Successful proposals are clearly written for an interdisciplinary audience. Explain the significance of your proposal without use of jargon or technicality. Make sure that your budget and project timeline are explicitly related; members of the committee should have no difficulty determining when different parts of the project will be carried out. Applicants are strongly urged to participate in the Grant Writing Program (for more information, visit www.gs.emory.edu/sites/grantwriting).
• Applications for funds intended to support significant components of dissertation research, including preliminary research, are expected to document that the student has pursued, and is pursuing, external grant funding. This documentation will typically include cover letters or pages from grant applications that have been denied funding or are pending review. Favorable consideration will be given to student requests that demonstrate a persistent effort to identify and apply for external funding.
• Applications for retroactive support are not, in general, approved. Apply for research support in advance of your travel.
• Students who receive awards must submit to the Laney Graduate School a written report on the use of the awarded funds, including a brief narrative of the research, within 30 days of the completion of the research.