



## Professional Development Support Funds Expenses and Budget Guidelines

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These guidelines explain both what kinds of expenses are eligible for PDS support, and what kinds of supporting documents to provide in the budget portion of the PDS application. Please consult the guidelines before preparing an application.

### Conference Participation Support

The eligible expenses for these awards are relatively simple: travel, lodging, registration, and a per diem covering food, local transportation, and other incidentals. In the table starting on the next page, you will find a few more details about each item.

### Training and Research Awards

Because the circumstances of these awards vary a great deal, the list of expenses and budget guidelines are considerably more complex. Using the table that begins on the next page, locate the items that you are considering including in your budget, and find out what expenses are eligible and what kind of support documentation you will need.

The table is meant to be quite comprehensive, and it will be expanded as more issues come up. If you are considering including an item in your budget which is not covered in the table, please contact Leah Carswell at [leah.carswell@emory.edu](mailto:leah.carswell@emory.edu). We will consider the issue and provide some guidance – and we much prefer it if you raise these issues before you submit your application.

Uncovering and resolving this kind of issue may take a little time, so do start putting together your application in plenty of time before the deadline.

Please keep some general things in mind:

- If you receive a Graduate School stipend during the time you would engage in the training or research, then we expect that stipend to be put towards daily living expenses, whether you are staying here in the Atlanta area or travelling to some other location.
- Remember to justify your projected costs – explain why your training or research needs this expense, and why you are asking for this particular amount. Justifications need not be lengthy, but they should be available and they should show evidence that your projected cost is based on investigation.

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Item	Eligible	Supporting Documents	Not Eligible
<b>Conference Participation Support</b>			
<b>Travel</b>	<ul style="list-style-type: none"> <li>▪ The cost of travelling from Atlanta to the location of the conference, by plane (coach fare), train or bus.</li> <li>▪ Mileage costs for driving to a conference that is not in Atlanta, at the established Emory University rate (currently \$0.585/mile).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Print-out of relevant reservation or other price quote.</li> <li>▪ A Google or other map that indicates the distance to be driven.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The cost of travelling to a conference within the Atlanta area.</li> <li>▪ Transportation to or parking at the Atlanta airport (see below for paying for this expense).</li> <li>▪ Local transportation at the location of the conference, such as taxis or rental cars (see below, Per Diem, for paying for local transportation).</li> </ul>
<b>Lodging</b>	<ul style="list-style-type: none"> <li>▪ Hotel costs at one half of the double occupancy at the conference rate, during the time of the conference.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Print-out of reservation or other relevant price quote.</li> <li>▪ Conference announcement that indicates the days the conference takes place.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Hotel costs at anything higher than the rate above.</li> <li>▪ Any extra days before or after the conference you choose to stay.</li> </ul>
<b>Registration Fees</b>	<ul style="list-style-type: none"> <li>▪ The fee for registering as a participant in the conference.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Conference announcement with registration fee information.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Membership fee in the organization that sponsors the conference.</li> <li>▪ Costs of special excursions, meals etc. organized in conjunction with a conference.</li> </ul>
<b>Per Diem</b>	<ul style="list-style-type: none"> <li>▪ \$25/day during the time you attend the conference. This money is intended to support the cost of meals, local transportation (bus, subway, airport shuttle), and other incidentals (tips, service charges, etc.).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Conference announcement that indicates when the conference takes place.</li> <li>▪ Reservations that indicate when you will be at the conference location.</li> </ul>	<ul style="list-style-type: none"> <li>▪ If the conference is in Atlanta, you are not eligible for a per diem.</li> <li>▪ Any extra days before or after the conference you choose to stay.</li> </ul>
<b>Training and Research Support</b>			
<b>Travel</b>	<ul style="list-style-type: none"> <li>▪ The cost of travelling from Atlanta to the location of the training or research, by plane (coach fare), train or bus.</li> <li>▪ Mileage costs for driving to a training or research location that is not in Atlanta,</li> </ul>	<ul style="list-style-type: none"> <li>▪ Print-out of relevant reservation or other price quote.</li> <li>▪ A Google or other map that indicates the distance to be driven.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The cost of travelling within the Atlanta area.</li> <li>▪ Local transportation at the training or research location (see local transportation item below).</li> </ul>

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	<p>at the established Emory University rate (currently \$0.585/mile).</p>		
<b>Tuition and Other Fees</b>	<ul style="list-style-type: none"> <li>▪ Tuition or registration fees for courses, workshops or other training occasions.</li> <li>▪ Fees for the use of research facilities such as laboratories, archives, etc.</li> <li>▪ Fees charged by tutors or other instructors.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Tuition and fee schedules.</li> <li>▪ If a course offers scholarships to some students and you are eligible, please submit some evidence that you have applied (a copy of an application cover sheet, e.g.).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Books or other materials needed for courses, workshops or other training occasions.</li> </ul>
<b>Research Equipment</b>	<ul style="list-style-type: none"> <li>▪ In general PDS funds will not support the purchase of equipment.</li> <li>▪ Specialized items (particularly those that are consumed by the research such as reagents or forms) required for research and not generally useful outside the research activity may be eligible.</li> <li>▪ If funds for such items are approved, they will be the property of Emory Graduate School and should be returned at the end of the research.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Documentation of the features and price of the item.</li> <li>▪ Justification for why this item is necessary for the research.</li> <li>▪ If the research is conducted at Emory, evidence that the item is not available at Emory or is not available to the student.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Items that need to be used in the research but which are also generally useful outside the research activity.</li> <li>▪ Examples include laptop or other portable computers, cameras, most software, common lab equipment, etc.</li> <li>▪ Office supplies (pens, notebooks, etc.).</li> </ul>
<b>Other Research Costs</b>	<ul style="list-style-type: none"> <li>▪ Transcription</li> <li>▪ Participant incentives</li> <li>▪ Duplication of forms</li> </ul>	<ul style="list-style-type: none"> <li>▪ Documentation of the transcription rate. We have seen rates at \$1.25/audio minute.</li> <li>▪ Documentation showing that incentives are at a customary level.</li> <li>▪ Documentation of duplication costs.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Duplication of research articles or other background materials</li> </ul>
<b>Lodging</b>	<ul style="list-style-type: none"> <li>▪ If you receive a Graduate School stipend during the time for which you seek an award, it should be used to cover lodging expenses.</li> <li>▪ If a course, workshop, laboratory etc. offers housing at a special rate (in dormitories or other places), you are expected to use that housing.</li> <li>▪ If possible, we expect you to share a</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cost schedules from the location of training or research.</li> <li>▪ Hotel cost schedules, including some comparisons of suitable options.</li> <li>▪ If you cannot arrange lodging from here, then locate information that helps you develop a reasonable estimate for the location in question, and provide that estimate and an explanation of how you</li> </ul>	<ul style="list-style-type: none"> <li>▪ Housing in the Atlanta area or in your primary residence.</li> <li>▪ Non-budget hotels.</li> <li>▪ Costs of an apartment here in Atlanta that you choose to retain while you are away.</li> </ul>

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	<p>room.</p> <ul style="list-style-type: none"> <li>▪ For short-term stays, hotel costs at budget hotels.</li> <li>▪ For longer term stays, reasonable rental costs for student rooms or similar accommodations.</li> </ul>	<p>arrived at it. (For example, for foreign travel the State Department website has cost-of-living information.)</p>	
<b>Living Costs (food and incidentals)</b>	<ul style="list-style-type: none"> <li>▪ If you receive a Graduate School stipend during the time for which you seek an award, it should be used to cover living expenses.</li> <li>▪ In the U.S., a \$25 per diem.</li> <li>▪ Outside the U.S., a per diem estimated using information about local food and incidentals costs.</li> </ul>	<ul style="list-style-type: none"> <li>▪ For stays outside the U.S., locate information that helps you develop a reasonable estimate for the location in question, and provide that estimate and an explanation of how you arrived at it. (For example, the State Department website has cost-of-living information.)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Living costs in the Atlanta area.</li> <li>▪ Living costs for long-term stays based on restaurant costs.</li> <li>▪ The Emory per diem for stays outside the U.S.</li> </ul>
<b>Local Transportation</b>	<ul style="list-style-type: none"> <li>▪ In general, the per diem allocation is expected to cover local transportation (bus, subway, etc.).</li> <li>▪ If local transportation requires other means – purchasing a bicycle, traveling by taxi, renting a car, or other arrangements – then these are eligible expenses.</li> <li>▪ Travel in the extended area of the training or research location – train travel and similar things.</li> </ul>	<ul style="list-style-type: none"> <li>▪ If local transportation requires special arrangements, explain and document why those arrangements are necessary. Plausible justifications include personal safety.</li> <li>▪ If you need to travel in the extended area of the training or research, explain why such travel is necessary.</li> <li>▪ Locate information that helps you develop a reasonable estimate for the location in question, and provide that estimate and an explanation of how you arrived at it.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Local transportation in the Atlanta area.</li> <li>▪ When mass transit is available, the presumption is that it will be used, and other arrangements need to be justified.</li> <li>▪ Local transportation unrelated to the research or training (e.g. tourism or visiting).</li> </ul>