

Supplementary Training Support Guidelines

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 will be reviewed by a faculty committee. That committee will make this level of award on a competitive basis.

All applications for supplementary training support will be reviewed by the 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 as well as in their programs.
- 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 session 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, living expenses for the duration of the training are available. While a student receives a Graduate School stipend, 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 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.
 - *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.
 - *PDS funds do not support language classes needed to pass program language requirements.* Classes for this purpose are routinely available as summer courses at Emory.
 - *When it is essential to dissertation research, PDS funds will support immersion-style language training.* However, it is expected that students acquire other language training before the immersion-style training.

Review

- The student's Advisor and Director of Graduate Studies review each request and approve it on the basis of the value of the training to the student's progress.
- Where external funding is available to cover all or part of the proposed training, students are expected to document a good faith effort to find and obtain that support. In some fields this will include mentor funding, in others, student-initiated application to external sources.
- Support up to the threshold of \$2,500 is awarded primarily on the basis of DGS and Advisor approval.
- Applications that do not require faculty review are due on the last working days of October, December, February, April, June and August, and will be considered within two weeks. For precise dates, consult the PDS Calendar document, available on the Graduate School website.
- A student may apply for and receive several awards, totaling less than \$2,500, without submitting an application to competitive faculty review.
- Once a student's cumulative training support—past support plus current request—exceeds \$2,500, all applications must be approved by the DGS, advisor, and a faculty review committee.
- In addition to the necessity and merit of the proposed training, faculty review will consider the past use the student has made of Emory support for supplemental training and his or her efforts to acquire external funding.
- Applications that require faculty review are due on the last working days of September, November, January and March, and around the 15th of May, and will be considered within 30 days. For precise dates, consult the PDS Calendar document, available on the Graduate School website.
- Students who receive awards must submit to the Graduate School a brief written report on the use of the awarded funds within 30 days of the completion of the training.