PDS Training or Research Report 2022-23
SUBMIT TO YOUR PROGRAM WITHIN 30 DAYS OF TRAINING/RESEARCH COMPLETION

Please note: Students with outstanding Reports may be ineligible for future PDS funding until all prior Reports are submitted and uploaded by their program admin. Reports are due also for funds that are declined.

Today's Date: _____ **This report is for a** (check one)**:** *Training Funds* ☐ *Research Funds* ☐

Student and PDS Funding Info

Full Name: _____ Emory EMPL #: _____

Approved PDS Funds Amount: _____ PDS Funds Used (if different): _____

Deadline of this PDS App (MM/DD/YY): ___/___/___ Date Funds Received (MM/DD/YY): ___/___/___

[**Check one of two boxes below, complete, and submit to your program admin**]

☐ **PDS Funds Used**
Please attach to this report a brief response to the questions below, in no more than 500 words. Submit all pages together as one file to your program admin responsible for processing PDS funds.
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.
3. Include a table summary of all expenses.

☐ **PDS Funds Declined** [Please note that PDS Reports are always required for all PDS funded activity (Conference, Training, or Research), even for funds that are declined. Students with outstanding Reports may be ineligible for future PDS funding.]
(If the student has already received funds that they need to return, please see the FAQ section in the PDS Handbook)

Reason for declining? _____

STUDENT FINAL CONFIRMATION: I attest that the PDS funding was spent in accordance with the purpose for which it was originally approved as indicated by this PDS Report and the attached response OR that I have declined the funds as indicated above.

Student Signature: _____

CollegeNET Submission of Report – to be completed by Program Administrator (FOLLOW THE STEPS)
This portion is managed within the CollegeNET Admit system. In the student's specific application record:
1. **Edit** the "Amount Awarded" field, if needed (i.e., if the amount differs from the original approved funding).
2. **Select** "Yes" in the "Report Submitted" field.
3. **Attach** this document under "File Attachments" → "Attach Report" under the student's application.

Your completion of steps 1 (if needed), 2, and 3 serves as your confirmation that this student has received the funds in the Approved Funding Amount indicated above or has declined the approved funding and did not receive the money.

Graduate Program Administrator Name (or staff processing PDS funds): _____

Staff Signature: _____