



Professional Development Fund (PDF) Application

Disclaimer: GSO Funding is not guaranteed. **DO NOT** make any expense that would put you in a financially precarious situation. GSO reimburses on a first-come-first-serve basis and GSO reserves the right to change rules or discontinue certain services when we deem fit or when funds run out. Access to GSO funding is contingent upon having an active GSO Senator in your department and payment of the graduate student activity fee.

Scope:

1. Professional Development Funds (PDF) are awarded for a variety of professional development projects or activities to assist graduate students to develop their full professional potential or to prepare for advancement. (See page 2 for a list of reimbursable and non-reimbursable expenses.)
2. Students are allotted up to **\$600** per academic year, and expenses must be made within the current fiscal year (July 1, 2023 – June 30, 2024). There is a \$100 minimum for applications to be processed. If you have signed up for a LeetCode subscription code between July 1, 2023 – June 30, 2024, \$100 will be subtracted from your max PDF amount. **Students must apply within 30 days of the end of the conference or the last PDF-related expense date.** (However you can always apply ahead of time, for example, if you have paid for tickets and airfare, apply as soon as possible, because all GSO funds are first come first serve. You can break expenses up and submit as long the individual applications cross the \$100 mark. If you have any doubts, email treasurer@sbgso.org.)
3. **Documents Needed: (not so tedious as you think)**
 1. Fully Completed Application Form (Do not forget signing the application form)
 2. Itemized Receipts and Proof of Payment
 3. Event Brochure or Website Screenshot or Proof of Attendance

Rules: (Tick the checkboxes)

- Completed Application Form: pages 2-3
 - Contact information, and description of event, date, location
 - An advisor signature is required for conferences.
 - o An attestation signature from the student's academic advisor is required, demonstrating the student's need to attend this conference. This signature will also serve to confirm whether any funding was provided by the department/academic advisor to support the student for this conference.
 - Itemized budget table (including funds from department and external sources)
- Receipts and Proof of Payment (Receipt date must be clearly visible on the receipt)
 - All original, itemized receipts/invoices for all eligible expenses. Any non-itemized receipts will not be processed. Alcohol will not be reimbursed.
 - Proof of payment:
 - o If meal expenses, also include a signed receipt with final total (including tip if applicable).
 - o If invoice (hotel, registration, travel), final receipt showing zero balance due.
 - o If there are multiple guests listed on the receipt, the total will be divided by number of guests.
- Event Brochure/Announcement and Proof of Presentation
 - Website screenshot, email announcement, or brochure of the event/conference or online course. If online subscription, make sure it is clear what services the subscription is for.

If the information and documentation requested on this form is not provided, the application will be rejected.



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PDF Reimbursable vs. Non-Reimbursable Expenses

The Professional Development Fund has a variety of uses but must be approved by the Treasurer before being processed. For any questions, please contact your [GSO senator](#) and/or office@sbgso.org.

Reimbursable Expenses for professional development activities (not part of degree requirements):

- Conference, workshop, or seminar attendance (for presentations, see Resource Access Project) or Society membership fees, conference registration, travel, lodging, meals
- Registration fees for competitions or certification exams
- Non-Stony Brook coursework or online coursework
- Grant proposal development or preparation of material for publication or Subscriptions to graphic design/music composition software, Adobe, BioRender, Prism Subscriptions/access to archives, journals, libraries, etc.
- Artistic or creative endeavors not part of degree requirements
- Other job-related professional development projects or activities o Subscriptions to LinkedIn, resume-review sites, etc.

Non-Reimbursable Expenses:

- Alcohol or gift card expenses
- Tuition and related fees for Stony Brook, union dues, medical expenses
- Entrance exam registrations (e.g., Medical College Admissions Test, Dental Admission Test)
- Salaries, stipends, or income to compensate the applicant, research subjects, or any other person
- Textbooks, equipment, hardware, consumable, or non-consumable supplies related to core education/academics

GRADUATE STUDENT ORGANIZATION
145 Student Activities Center,
Stony Brook, NY 11794-2800
Website: <https://www.stonybrookgso.org/>
E-mail: office@sbgso.org
Updated August 28th, 2023

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1. Applicant Contact Information

Applicant Name: _____ Student ID #: _____
 Department and Program: _____ GSO Senator Name: _____
 Applicant's Mailing Address: _____
 Email Address: _____ Phone Number: _____

1. Event Information

Title of Event/Activity: _____

Category of event(Course/Conference/Subscription): _____ Date of Event/Activity: _____

Event Location: _____ Description of proposed project or activity in 250 words or fewer: (e.g., how the project or activity will enhance the applicant's professional development):

2. Funding Information and departmental approval

Amount Requested from the GSO (not to exceed \$600): _____

Have you received PDF funding this fiscal year? If yes, please list amount: _____

Have you received funding from additional sources for participation in this event? (If yes, an itemized list of expenses covered is required, see page 3) Please mention source and additional amount received

Yes – Additional funding is provided by the department:\$ _____

Yes – Additional funding is provided by other sources :\$ _____

No

This signature is only required for conferences

I, _____ graduate coordinator/academic advisor of _____ (Student's name) hereby certify that he/she is attending _____ and this conference is essential for his/her professional development. I also acknowledge that \$ _____ has been provided from the departmental funds to aid the student in his/her research/professional development.

Graduate coordinator/Academic Advisor's Signature: _____

Date: _____

3. Application Signature – Please read this carefully

By submitting this application, I attest under penalty of perjury that the information given is truthful to the best of my knowledge. I attest that I am the individual that personally incurred these expenses and will not be receiving any monetary gain from the GSO upon receiving this reimbursement. Any

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Total Travel:				
Other (registration, membership fees, etc)				
Total Other:				
External Funds (expenses not requested from GSO)				
Total from External Funds:				
Grand Total Requested from GSO:				

#Only fill this column if your expenses are made in any other currency apart from USD (United States Dollar)

**The conversion rate can be found on <https://www.xe.com/currencytables/>. Please choose the appropriate conversion factor to convert to USD. An example is given below.

Example:

On August 31, 2023, a student made a €20 meal purchase at Doner Kebap Place in Paris while visiting to attend Neurobiology conference, Paris.

Exchange rate to convert Euro (EUR) to United States Dollar (USD) as on 31st August 2023 on xe.com website:

CURRENCY	NAME	UNITS PER USD	USD PER UNIT
USD	US Dollar	1	1
EUR	Euro	0.9226333413671325	1.0838541780459552
GBP	British Pound	0.7896439783895997	1.266393498041232
INR	Indian Rupee	82.70287664518094	0.01209147783686276

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To Convert to 20 Euros to USD,

$$20 * 1.083 = 21.66$$

20 Euros = 21.66 USD (As on 31st August 2023)

RAP Application Itemized Expenses Table	Receipt Date	Amount (In INR/ CAD/ EUR etc.) #	Currency Conversion factor to USD # **	Amount (In USD)
Meals				
Doner Kebab Palace, Paris	31/08/23	20	1.083	21.66