

Checklist for Training/Support PDS Applications

(Competitive and Non-competitive)

Application:

Please complete all of the following steps in your request for **training/research funding**.

(For questions about these funding classifications, see the [Training Guidelines](#) or the [Research Guidelines](#) on the GSAS website.)

___ Fill out the Non Competitive [Training or Research Support Application](#) (Under \$2,500 total for career) or the Competitive [Training or Research Support Application](#) (exceeds \$2,500 for career).

___ Attach a **Project Proposal**—the proposal should be no longer than 500 words for the non-competitive application. The competitive application requires an abstract and a proposal of no longer than 1,000 words (an outline of the required information is included on the report forms).

___ All applications for **research support** must be accompanied by a completed and signed [Research Oversight form](#).

___ In a separate document, provide a **budget** that specifies how you propose to spend the money.

___ Provide documents to support your budgeted amounts (**do not include any original receipts**; these documents should be online quotes and resources that support your estimates). For **information about eligible expenses**, as well as about supporting documentation, please consult the [Expense and Budget Guidelines](#) on the GSAS website.

___ Include a copy of your cv.

___ If you are applying or have applied for **External Support**, attach a copy of the cover letter or cover page for each application.

___ If you have received training or research awards before, attach copies of your reports for those awards.

___ Ask your advisor and the DGS to sign the finished documents.

___ Make a copy for your records and submit the application and supporting documents to the Graduate Program Coordinator. She will deliver your application to the Graduate School.

Approval:

- The committee meets at the end of the month on a staggered schedule for competitive and non-competitive research and training awards. Please submit your application as much in advance as possible to allow for processing before the meeting. Consult the [PDS calendar](#) for specific meeting and notification dates.
- Once your application has been approved, you will receive an e-mail notification from the Graduate School confirming the amount of your award.

Disbursement:

Awards are processed by the Department, and disbursed as advances or on a reimbursement basis, depending on the nature of the project and the expenses. For details about disbursement and accounting procedures, contact the [Financial Services Office](#).

___ **Within 30 days of completion** of the training/research, submit a [Training or Research Report](#).

___ Attach a **Project Narrative** (outline of required information is included on the report form).

- ___ Ask the reimbursing administrator (° ©μž¥j a> j®j®) to sign the report.
- ___ Submit the completed report to the Graduate Program Coordinator. She will deliver it to the GS.

IMPORTANT: Be sure to check the [PDS webpage](#) for updated forms and/or guidelines. If you have specific questions regarding PDS contact Leah Carswell at 404-727-2295 or lcarswe@emory.edu.