



## The Graduate School Professional Development Award Policies, Procedures, and Processes 2023-2024

# Article I. Mission

The Graduate School Professional Development Award aims to support professional development opportunities of graduate students attending Mississippi State University.

# Article II. Award Structure

1. The award will be granted to graduate students to encourage students requiring financial assistance to participate in a conference to present their research or participate in other professional development opportunities. Awards are contingent on the availability of funding and shall be made available at the discretion of the Graduate School.

## Application Acceptance Intervals

Semester	Applications Accepted	Awards Announced
Fall Semester	August 15 to November 30	October, November, December
Spring Semester	January 15 to March 31	February, March, April
Summer Semester	June 1 to June 30	July

Applications will be reviewed monthly in the order they were received for the application period.

Award:

- a. Worth a maximum of \$400.00 USD.
  - b. Available to applicants who are the primary or lead author or presenter; a co-author/co-creator of the paper, poster, workshop, recital, case competition display, and/or work of art or design but are not presenting; registered conference attendee in their field of study, or are attending a professional committee meeting as an officer.
2. Awards are not intended for items such as:
    - a. To fund resources those are otherwise provided by the University (e.g. books available through the library, software available through IT).
    - b. To finance typing, copying, or binding of theses or dissertations.
    - c. To pay for individual membership dues for professional organizations or societies.
3. Awards are intended for opportunities such as:
    - a. To attend conferences that offer professional growth (virtual or in-person)
    - b. To gain experience presenting research in an academic setting
    - c. To network within the student's academic field

# Article III. Applying for the Professional Development Award

## Section II. Instructions to the Applicant

Applicants will submit the application form by following the link [HERE](#).

## Section IV. Applicant Eligibility

To apply and receive the Professional Development Award from the Graduate School, the applicant must meet the following eligibility requirements at the time of submission and funds distribution:

- a. Be currently enrolled in a graduate degree program at Mississippi State University (MSU employees are not eligible).
- b. Be in good standing with the University and their academic department.
- c. Have a GPA greater than or equal to 3.00.
- d. Can be awarded only once in an academic year (August – July) per student.
- e. Development opportunity must be completed within 3 months of receiving award and cannot be used on past opportunities.
- f. Preference will be given to students with high GSA involvement (ex.: attending general meetings, participate in Graduate Symposium, 3MT or Image of Research, etc.)

# Article IV. Winning Applicants

1. In order for the winning applicants to receive their awarded funds, they must understand, accept, and complete the following:
  - a. Complete the application form as described in Article III, Section II.
  - b. Provide proof of attendance to the conference/professional development opportunity (ex. copy of the acceptance/confirmation letter indicating your participation in the meeting or conference).
  - c. After attending the conference or other development opportunity, briefly (250 words or less) discuss their experience and e-mail it to [lharris@grad.msstate.edu](mailto:lharris@grad.msstate.edu).
2. Applicants will be notified by the last day of the following month of their application as to whether they were selected as a winner of the Professional Development Award.
3. Award funds will be posted to the winner's Banner account.