



The Graduate School Professional Development Award
Policies, Procedures, and Processes 2020-2021

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 period will be August 2020 – July 2021 to encourage students requiring financial assistance to participate in a virtual conference to present their research. Awards are contingent on the availability of funding and shall be made available at the discretion of the Graduate School.

Award:

- a. Worth a maximum of \$300.00 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; 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 items such as:
 - a. To attend conferences that offer professional growth
 - 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 as one PDF file saved with the file name format GSPDA_FirstInitialLastName.pdf (e.g. name: Jane Smith, file name: GSPDA_JSmith.pdf) to Lilli Harris at lharris@grad.msstate.edu.

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 full-time 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.

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. Submit a copy of the title page of their manuscript or a copy of their abstract that was presented at the conference.
 - c. Provide proof of acceptance and/or attendance to the conference/creative exhibition (ex. copy of the acceptance/confirmation letter indicating your participation in the meeting or conference).
 - d. After attending the conference, briefly (250 words or less) discuss their conference experience and e-mail it to 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.

Article V. Application Form

Please review the Graduate School Professional Development Award Policies, Procedures, and Processes for more information on the award eligibility and award process.

1. Name:
2. Net ID:
3. MSU ID number:
4. Phone number:
5. Preferred E-mail address:
6. Academic department:
7. Name up to five virtual conference you would like to attend and include the conference website links:

8. Estimated cost of attendance:
9. How will be award benefit you and how do you intent to use the funds?
(max. 300 words)