

PDS: Conference Participation Report

SUBMIT TO YOUR PROGRAM WITHIN 30 DAYS OF CONFERENCE END DATE

All Conference applications approved on or after 3/1/22 must use this version of the PDS Report.

Today's Date: _____

Student Info

Full Name: _____

Program: _____

EMPL/Student ID: _____

Are you receiving a GSC travel grant for this conference? Yes No

If yes: Please attach a copy of your GSC grant letter to this report and submit this entire packet along with your original receipts to your program administrator. Once your travel expense report is complete you will need to send a copy of your travel expense report to the GSC office for final approval and to ensure your payment goes through in a timely manner.

PDS Funding Info

Original Funding Amount: _____

Approval Date of this PDS: _____

Amount Used (if different from above): _____

Date Funds were Received: _____

\$50 OR MORE REMAINING (i.e. Original Funding Amount is \$50 or more than Amount Used): the student must return the unused funds.

STUDENT: Please submit this Report to your program administrator AND contact LGS.profdev@emory.edu on how to return the funds you have already received.

PROGRAM ADMIN: Confirm that the student has begun the process of returning the funds and update their application on CollegenET by attaching this Report and updating their funding amount using the number from the Amount Used above.

DO NOT update their original approval amount if the student is not returning any of the remaining funds (i.e. less than \$50 remaining from Original Funding Amount).

DECLINING THE ENTIRE FUNDING: the Amount Used should be written as "\$0" to indicate that the student has declined the full amount.

STUDENT: Please submit this Report to your program administrator AND contact LGS.profdev@emory.edu if you already received funds that you need to return.

PROGRAM ADMIN: Confirm that the student has begun the process of returning the funds and update their application on CollegenET by attaching this Report and updating their funding amount to "\$0".

Please attach to this report a table summary of all expenses and a 200-word brief report about how this activity has impacted your professional development. The table should include the name of the expenses, cost of the expenses, with a sum of all expenses. Submit all pages together as a single file to your program administrator. 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.

I attest that the PDS Conference funding was spent in accordance with the purpose for which it was originally funded as indicated by this PDS Report and the attached table and summary.

Student Signature: _____

CollegenET Submission of Report – to be completed by Program Administrator

This portion is managed within the CollegenET Admit system. In the student's relevant application record:

1. **Edit** the "Amount Awarded" field, if needed (see directions in red above).
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 spent the funds in the amount indicated.

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

Staff Signature: _____