

# CAREER DEVELOPMENT GRANT RESOURCE PACKET



The Council of  
Graduate Students

[CGS.OSU.EDU](http://CGS.OSU.EDU)



[THE OHIO STATE UNIVERSITY](http://THE OHIO STATE UNIVERSITY)



# TABLE OF CONTENTS

<b>03</b>	About The Grant
<b>04</b>	General Guidelines & Policies
<b>06</b>	Eligible Activities & Expenses
<b>07</b>	Submitting An Application
<b>08</b>	Application Form
<b>10</b>	Judging Rubric
<b>11</b>	Tips For A Successful Application
<b>12</b>	How To Be Reimbursed
<b>13</b>	Frequently Asked Questions

# Career Development Grant

## About The Grant

### Purpose

The Career Development Grant program encourages graduate students to prepare for placement into their chosen field. Students will submit their Career Development Grant Application to the Council of Graduate Students (CGS) for an opportunity to receive an award to defray costs associated with the development of their careers.

By offering grants of up to **\$350** each, CGS will be providing an incentive for graduate students to invest effort in their own career development while attending OSU. These grants will provide subsidy for expenses incurred by the activities outlined by applicants in their Career Development Plan.

The Career Development Grants will be awarded to individuals demonstrating strong linkages between their stated professional goals and their submitted Career Development Plan. Additionally, applicants will be evaluated upon the relevance and strength of proposed activities as they relate to the applicant's resume and the Career Development Plan.

### Rationale

The financial expenses associated with defined activities or engagements included in one's Career Development Plan may be cost-prohibitive to many graduate students, and the availability of financial support for students varies widely across the university. Whereas students in some departments, schools, and colleges may have several opportunities for funding, others may have no sources of funding whatsoever. For this reason, the absence of such funds at the university-level has resulted in significant concern from CGS.

Inquiries on this matter to the CGS office and delegates, from both individual students and other graduate student associations within the university, are frequent. Therefore, the Career Development Grant will help fill a void for many students. Additionally, it will also provide financial continuity for graduate students to further their professional activities upon exhausting other funding sources.

The Career Development Grant is intended to supplement -- not replace -- existing funds at the program, department, school, college, and/or university levels.

# Career Development Grant Guidelines & Policies

- 1) Applicants must be enrolled in the Graduate School at The Ohio State University during the semester in which the applicant submits grant application.**

Expenses incurred during an academic semester in which the applicant is not enrolled in classes require the students be enrolled in the immediately preceding semester. In the case of summer conferences, applicants must be enrolled in the summer term or the subsequent autumn semester.

- 2) All expenses and activities must be completed prior to graduation and within the advertised activity window.**

Activities extending beyond the window are eligible as long as the start date of the activity is within the window.

- 3) Applicants must be in good standing with the Graduate School, which requires current or previous enrollment in Graduate School at The Ohio State University.**

- 4) Applications are due by 11:59pm ET on the day of the posted deadline. Late applications will not be accepted.**

- 5) Only one application per student will be accepted for a single funding period.**

If an applicant has multiple expenses occurring within the activity window, they may submit all of these in a single application. If multiple applications are submitted, the CDG chair will randomly select the application to be judged.

- 6) Previous award winners must disclose all previous Career Development Grant awards.**

Failure to do so will automatically disqualify applicants.

# Career Development Grant Guidelines & Policies

**7) Applicants will be awarded and reimbursed only up to the maximum award of \$350 in Career Development Grant funds.**

Winners of the award will not be eligible to apply again for the remainder of the fiscal year and the following fiscal year.

For example, if an applicant was awarded \$300 for eligible activities in Funding Period 3 of the 2019-2020 fiscal year, they will not be eligible to apply again until Funding Period 1 of the 2021-2022 fiscal year.

**8) Any student may win the CDG a maximum of 3 times per graduate degree.**

Students pursuing multiple degrees will be able to win the award a maximum of 3 times for each non-concurrent degree that is pursued.

**9) Applicants will only be reimbursed for the activities outlined in their applications.**

In cases where the activity is no longer occurring (for example, a conference has been cancelled), applicants may work with the CDG committee chair to arrange for approval to use funds for alternate activities.

**10) Applications will be judged by a minimum of 3 independent judges from the CDG committee.**

The scores assigned by judges are normalized in order to be as fair as possible. The Grant Administration Committee does not release scores to any applicant regardless of status, class, rank, etc. However, feedback comments left by the judges may be shared with applicants upon request.

**11) Grant recipients will be reimbursed after the activities have taken place, either with a check issued by The Ohio State University or through direct deposit.**

No expenses will be pre-paid by CGS.

# Career Development Grant

## Eligible Activities & Expenses

The following breakdown serves to assist potential applicants in determining what possible career development expenses and activities can be reimbursed. This list is not exhaustive and is subject to change at any time.

### Eligible Expenses

- Conference registration
- Professional association dues
- Internship travel
- Licensure fees
- Study materials for licensure
- Background check fees
- Workshops

#### **A Couple Notes:**

The first day of the activity or conference must fall within the funding period. The dates and location of all activities and conferences must be listed in the Itemized List of Potential Expenses and within the Statement of Intent.

Mileage: At or below alternative transportation costs; subject to OSU's per diem rates. Please visit the **Office of Business and Finance** for information on mileage and per diem reimbursement rates.

### Ineligible Expenses

- OSU academic expenses (any expenses required as part of a credit bearing or other OSU graduation required experience)
- Alcohol
- Tobacco
- Fire arms
- Clothing
- Research expenses
- Local travel
- Food
- Subscriptions or licenses for software
- Equipment

# Career Development Grant Submitting An Application

## APPLICATION DEADLINES 2023 - 2024 ACADEMIC YEAR

Funding Period	Application Opens	Deadline*	Activity Dates**
1	March 15, 2023	May 1, 2023	July 1, 2023 - September 30, 2023
2	June 15, 2023	August 1, 2023	October 1, 2023 - December 31, 2023
3	September 15, 2023	November 1, 2023	January 1, 2024 - March 31, 2024
4	December 15, 2023	February 1, 2024	April 1, 2024 - June 30, 2024

\*Applications are due by 11:59pm ET of the deadline. Late applications will not be accepted.

\*\*The first day of the activity must fall within the funding period's respective Activity Dates. The dates of all activities must be listed on the online application.

**APPLY ONLINE**

# Career Development Grant Application Form

When applying online, please have the following information ready:

## Applicant Information

- First and Last Name
- Local Address
- Name.#
- Phone Number
- Academic Program and Program of Study
- Current GPA
- Anticipated Graduate Semester/Year
- Anticipated Degree (i.e. MA, PhD, etc.)
- Gender/Ethnicity (optional)
- Month/Year of Projected Expenses (e.g. May 2021)
  - The first day of the activity must fall within the funding period
- Have you ever received a Career Development Grant? If so, when and how much?

## Itemized List of Expenses

- Note that the grant awards up to \$350
- Please review the list of eligible expenses listed in this guide or on our website
- All expenses should be explicitly listed, including the dates where applicable
  - Example: Springtime Hotel, \$215 for 2 nights, February 27-28, 2021

## Statement of Intent

Please include a statement of intent using the following guidelines:

- Min 250, Max 500 words.
- A description of how the requested funds align with the activities and goals outlined in the Career Development Plan.
- A description of how the proposed activity or engagement will benefit the applicant in their career development. Preferred uses include, but are not limited to, workshops, career fairs, licensures, internship travel, and membership in professional organizations. Remember to include dates of activities.
- Explain why this use of funds is the most productive and effective way to develop your career.



# Career Development Grant Application Form

## Career Development Plan

Please outline a Career Development Plan, in either paragraph or bullet form using the following guidelines:

- Min 500, Max 1,000 words
- Long-term career goals (desired occupation and its qualifications)
- Short-term career goals with specific steps or activities to be taken and anticipated toward achieving successful employment within your desired occupation of the applicant. These steps or activities may include but are not limited to:
  - Obtain training and education
  - Gain work experience through job shadowing, internships, volunteer service, and other opportunities
  - Network with professionals in the field
  - Membership in professional organizations
  - Develop job search strategies
  - Identify potential future employers
  - Identify qualifications of individuals currently working in desired occupation
  - Prepare for job interviews

This section should not be a list of your accomplishments (especially ones listed on your CV), but rather a list of what you hope to accomplish.

## Resume/CV

Please upload a resume or CV that demonstrates your qualifications for employment within your field. Uploaded documents should be 1-3 pages in length.

# Career Development Grant Judging Rubric

The following is the breakdown of the criteria used by the Grant Administration Committee to review applications, assign scores, and allocate funding. The scores assigned by judges are normalized in order to be as fair as possible. The Grant Administration Committee does not release scores to any applicant regardless of status, class, rank, etc. However, feedback comments left by the judges may be shared with applicants upon request.

Criteria	Max Possible Score	Applicant's Score
<b>Statement of Intent</b>		
Specifically describes the anticipated benefit of the proposed activity for applicant's professional & career development	10	Subtotal ___/15
Requested funds align with goals outlined in the Career Development Plan	5	
<b>Career Development Plan</b>		
Identifies long-term career goals including desired occupation and qualifications needed	10	Subtotal ___/25
Identifies short-term goals that are specific, timely, attainable, and measureable	15	
<b>Resume or CV</b>		
Demonstrates applicant has obtained specific training & education relevant to their career interests; applicant is on track to be qualified for employment within their field	5	Subtotal ___/5
		Total ___/45

# Career Development Grant

## Tips For A Successful Application

### **Be clear and concise.**

- Quality is more important than quantity. Each section has a very specific word count that can't be exceeded so use your space judiciously.
- If you have trouble submitting your application, double check the word counts!

### **Directly answer the questions asked in the application.**

- Tell us why this career development activity is beneficial for YOU!
- Be specific ("Networking" isn't enough -- Who will you be meeting? Why does it matter? How will this help you short and long term?).
- Vague answers aren't as strong as those that outline specific and clear outcomes.
- Please list specific activity dates where requested!

### **Do NOT use technical language specific to your field of study.**

- The judges reviewing your application will be from a variety of fields so do not assume they will be familiar with acronyms and terminology that are second nature to you. Avoid jargon and write your application so that it could be understood by a lay audience.
- It can be helpful to have a friend outside your program read your application; if it makes sense to them, it should make sense to the judges.

### **Make your application cohesive**

- Your answers to each of the application questions will be different but they should complement each other. Avoid being too repetitive but stick to your main ideas.

### **Create a tailored CV/Resume**

- Take the time to create a document that is tailored specifically to highlight your accomplishments that are directly related to the career goals you've outlined in your application.
- Judges aren't likely to read through a 10 page document so be selective and limit it to 2 pages. A resume that clearly supports the rest of your application can help the judges see your strengths.

### **Proofread! Proofread! Proofread!**

- Judges volunteer their time to read applications. They will look more favorably on applications in which it is clear the applicant took the time to review and revise it.
- If English is a second language, ask your peers or coworkers to review your application prior to submission.
- Please see the Writing Center on campus if you need more assistance.

# Career Development Grant

## How To Be Reimbursed

The Career Development Grant follows a **reimbursement model**. You must adhere to **CDG Guidelines and Policies** (listed on pages 4 & 5) to maintain eligibility to receive funding. Being reimbursed is contingent upon completing and submitting several important items of paperwork/documentation by the specified deadline.

All grant recipients will be reimbursed after expenses are incurred through a check issued by The Ohio State University or through direct deposit if you have a University appointment (GA, part-time, staff, etc.). Both forms of payment (check and direct deposit) take approximately 4-6 weeks to fully process.

The following documents are to be emailed to [usg\\_ipc\\_cgs@osu.edu](mailto:usg_ipc_cgs@osu.edu) within 14 days of the activity or conclusion of the event. The email's subject line should include "CDG" and your last name. Failure to do so will result in the automatic forfeit of your right to this funding.

1. **Audit Form (with original receipts showing payment confirmation)**
2. **AP Compliance Form or Vendor Setup Form**
3. **Brief, 300-Word Testimony**

To access PDFs of the Audit Form, AP Compliance Form, and Vendor Setup Form, please visit our website by clicking [HERE](#).

# Career Development Grant

## Frequently Asked Questions

### **Can I still apply for a grant through CGS if I haven't yet been accepted to a conference?**

Yes, so long as the conference is within the fundable window.

### **Can I use the Career Development Grant for membership fees? And if so, do the dues dates need to be explicitly stated?**

Yes, you can use the Career Development Grant for membership fees, but no you do not need to explicitly state the dates they are due. If you receive funding, you must pay the dues during the funding period you applied for.

### **Can I use abbreviations in my application?**

We would discourage the use of abbreviations since these applications are being read by judges from various fields. If you do use an abbreviation please explain them in the text of your application.

### **How specific should I be when calculating reimbursement?**

As specific as possible. Please visit [The Office of Business and Finance](#) for useful information on travel planning from OSU.

### **How am I reimbursed for mileage if I'm traveling in Ohio?**

You will be reimbursed at the federal rate. Please visit [The Office of Business and Finance](#) for more details.

### **What happens if the conference dates are in two different funding periods?**

The first day of the conference or event will be the date that the funding period needs to fall in.

### **Can I change my estimated expenses after being awarded the grant?**

No, the expenses are limited to what you applied for.

## Career Development Grant

# Frequently Asked Questions

### **Do I need to be presenting at the conference to receive a grant? What if I'm just attending a conference?**

You must be presenting at the conference to be eligible for the **Ray Travel Award**.

Students who are just attending conferences and not presenting may be eligible for the Career Development Grant.

### **I am traveling to conduct research (e.g. traveling to an archive), can I apply for a grant?**

You may be eligible for the Global Gateway Grant depending on where the research is occurring. Please visit the **Global Gateway Grant webpage** for more details.

### **I missed the application date which corresponds to my conference! Can I still apply for a grant for a later funding period?**

No, you must apply by the close of the funding period which corresponds to your travel dates. No exceptions.

### **Can I apply for an award for a conference that is occurring just after I graduate?**

No. You must be either currently enrolled or, if traveling during the summer, enrolled in the fall and be in good standing with the graduate school to receive the award.



**THE OHIO STATE UNIVERSITY**

---