



Council of Graduate Students Career Development Grant

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 \$250 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.

Eligibility Guidelines

- Applicants must be enrolled in the Graduate School at The Ohio State University during the quarter in which the applicant submits grant application. Expenses incurred during an academic quarter in which the applicant is not enrolled in classes require the students be enrolled in the preceding quarter.
- The applicant must be in good standing with the Graduate School, which requires current or previous enrollment in Graduate School at The Ohio State University.
- Applications must be submitted prior to the start of the term in which the anticipated expenses are to be incurred. Expenses incurred between quarters are considered to be part of the previous quarter.
- Grant recipients will be reimbursed after expenses are incurred through a check issued by The Ohio State University or through direct deposit.
- In order to obtain reimbursement, **ORIGINAL RECEIPTS (showing payment confirmation) must be provided to CGS.**
- No applicant will be awarded more than \$250 in CGS Career Development Grant funds per academic year.
- Previous award winners must disclose all previous Career Development Grant awards. Failure to do so will automatically disqualify applicants.
- The application must be received by CGS before the deadline. Late or incomplete applications will not be considered.
- With consent of the applicant, the "Submission Materials" of any grant recipient may be made available by CGS for prospective applicants to review as a model of excellent career preparation.

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Eligible Expenses Guidelines

The following breakdown serves to assist potential applicants in determining what possible career development activities can be reimbursed.

Possible Eligible Expenses, including but not limited to:

- Conference registration
 - *Note: The first day of the conference must fall within the funding period. The dates of all conferences must be listed on the Application Information form (Itemized List of Projected Expenses) and within the Statement of Intent.*
- Professional association dues
- Internship travel
- Licensure fees
- Study materials for licensure
- Background check fees
- Workshops

Limitation on Eligible Expenses:

- Travel – limited to per diem rate
- Mileage – at or below alternative transportation costs
- Meals – only associated with travel

Expenses Not Eligible:

- Alcohol
- Tobacco
- Fire arms
- Clothing
- Research expenses
- Local travel

Submission Materials

The following information is to be submitted by Career Development Grant applicants:

- Application Information
- Statement of Intent
- Career Development Plan
- Resume

See website http://cgs.osu.edu/funding/development_funding/ for funding deadlines, submission information and eligible expense timeframes.

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Part One: Applicant Information

Name: _____

Local Address: _____

Email Address: _____ Cell Phone: _____

Program of Study: _____ Anticipated Degree (i.e. MA, PhD): _____

GPA: _____ Anticipated Graduation Quarter/Year: _____

Ethnicity (optional): _____ Gender (optional): _____

Quarter/Year of Projected Expenses (i.e. Spring 2011): _____

Have you ever received a Career Development Grant? If so, when and how much?

Itemized List of Projected Expenses

| Item (include date for conferences and workshops) | (Projected) Expenses |
|--|-----------------------------|
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| | |
| Total Amount Requested | |

I have read and understand the committee expectations and responsibilities, and by signing this form, I authorize the Graduate School at The Ohio State University to access my academic record in order to verify my eligibility.

Signature: _____ Date: _____

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Part Two: Statement of Intent

Attach a double-spaced statement (up to 3 pages), including the following:

- A description of how the requested funds align with the expenses to be incurred by carrying out the activities 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 professional conferences, workshops, career fairs, licensures, 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.

Part Three: Career Development Plan

Attach your double-spaced Career Development Plan with the following components (up to 5 pages):

1. Long-term career goals (desired occupation and its qualifications)
2. 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
 - Other steps as necessary

Part Four: Resume

Attach a Resume (up to 2 pages) demonstrating the applicant's qualifications for employment within their field.

For tips on developing your Career Development Plan or resume, such as resources for identifying your career goals, visit **Career Connection** on the 2nd floor of the Younkin Success Center, or visit Career Connection online at <http://careerconnection.osu.edu/>

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Check-List for Application Materials

- Application Information (1 page)
- Statement of Intent (up to 3 pages)
- Career Development Plan (up to 5 pages)
- Resume (up to 2 pages)

See website http://cgs.osu.edu/funding/development_funding/ for funding deadlines and submission information.

For more information, please contact the Career Development Grant committee chair at (cqscareerdevgrant@osu.edu).

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Rubric for Reviewing Applications

The following is the scale used by the CGS Career Development Fund Committee to review applications and allocate funding.

| Criteria | Possible Score | Rationale for score and comments |
|---|----------------|----------------------------------|
| Statement of Intent | | |
| <i>Description of Intended Use of Funds</i> | | |
| Explained a high level of anticipated benefit an applicant will receive from the award | (0-6) | |
| Requested funds align with the expenses to be incurred by carrying out the activities outlined in the CDP | (0-6) | |
| Expressed thoughtful consideration to potential opportunities | (0-3) | |
| Subtotal (Out of Possible 15) | | |
| Resume | | |
| <i>Demonstrate applicant qualifications for employment within the field</i> | | |
| Obtained specific training and education relevant to career interests | (0-5) | |
| Presented a resume that was organized, professional, and of appropriate length | (0-5) | |
| Subtotal (Out of Possible 10) | | |
| Career Development Plan | | |
| <i>Outlines major career goal(s) as well as the steps to be taken within the short term leading to successful employment within the desired occupation of the applicant</i> | | |
| Identified long-term career goals including desired occupation and its qualifications | (0-15) | |
| Identified short-term goals that are specific, timely, attainable, and measureable | (0-10) | |
| Subtotal (Out of Possible 25) | | |
| Grand Total (Out of Possible 50) | | |