



## Council of Graduate Students Career Development Grant

By offering grants of up to \$350 each through the Career Development Grant program, the Council of Graduate Students (CGS) provides an incentive for graduate students to prepare for placement into their chosen field while attending OSU. These grants will subsidize the expenses incurred by the activities outlined in the application.

Applications will be evaluated based on the strength of presentation of professional goals in the Career Development Plan, explanation of the relevance of proposed activities in the Statement of Intent, and demonstration of experience toward reaching stated goals in the resume.

### Guidelines:

- 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.
- In addition, 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 semesters are considered to be part of the previous semester.
- 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 \$350 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.
- The CDG does not give out scores (which are normalized), whether those of an individual or of all applicants.
- All expenses and activities must be completed prior to graduation.

## **Council of Graduate Students Career Development Grant**

### **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
- Portfolio services

#### **Limitation on Eligible Expenses:**

- Travel – limited to per diem rate
- Mileage – at or below alternative transportation costs

#### **Expenses Not Eligible:**

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

See website [http://cgs.osu.edu/funding/development\\_funding/](http://cgs.osu.edu/funding/development_funding/) for funding deadlines and for the [online application link](#).

## Council of Graduate Students Career Development Grant

### Online Application Guidelines:

When applying online, please have the following information ready:

### Part One: Applicant Information

First and Last Name: \_\_\_\_\_

Local Address: \_\_\_\_\_

Name.#: \_\_\_\_\_ Phone: \_\_\_\_\_

Academic Program: \_\_\_\_\_ GPA: \_\_\_\_\_

Program of Study: \_\_\_\_\_

Anticipated Graduation Semester/Year: \_\_\_\_\_ Anticipated Degree (i.e. MA, PhD): \_\_\_\_\_

Ethnicity (optional): \_\_\_\_\_ Gender (optional): \_\_\_\_\_

Month / Year of Projected Expenses (i.e. May 2011): \_\_\_\_\_

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

\_\_\_\_\_

An itemized list of projected expenses with dates.\*

(Examples: Springtime Hotel, \$215 for 2 nights, Feb. 27-28, 2015;

Glassblowing Workshop Registration, \$100; Licensure fee, \$25)

\*Please note that the grant awards up to \$350.

### Part Two: 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.

### **Part Three: Career Development Plan**

**Please outline a Career Development Plan 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
  - Other steps as necessary
- 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.
- This can be written in paragraph or bullet form.

### **Part Four: Resume**

You will be asked to attach a resume 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 2<sup>nd</sup> floor of the Younkin Success Center, or visit Career Connection online at <http://careerconnection.osu.edu>

## Council of Graduate Students Career Development Grant

### 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
<b>Statement of Intent</b>		
<i>Description of Intended Use of Funds</i>		
Detailed a high level of anticipated benefit an applicant will receive from the award	(0-10)	
Requested funds align with the expenses to be incurred by carrying out the activities outlined in the CDP	(0-5)	
Subtotal (Out of Possible 15)		
<b>Resume</b>		
<i>Demonstrate applicant's qualifications for employment within the field</i>		
Obtained specific training and education relevant to career interests	(0-5)	
Subtotal (Out of Possible 5)		
<b>Career Development Plan</b>		
<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	(0-10)	
Identified short-term goals that are specific, timely, attainable, and measurable	(0-15)	
Subtotal (Out of Possible 25)		
<b>Total (Out of Possible 45)</b>		

Please note: The scores assigned by judges are normalized, in order to be as equitable as possible. Thus, the CDG committee does not give out scores, whether those of an individual or of all applicants.