



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 \$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.

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 \$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.

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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

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