

Supplementary Training Support

Policy (this and the following page)

Application form, Budget sheet and Report form (subsequent 3 pages)

Funding for supplemental training is intended to support instruction that is essential for students' progress towards degree and is not available at Emory, or is available but not in the depth required.

There is no limit on the number of times a student may receive supplementary training support, nor on the amount of the support. However, once the student's requests for support exceed \$2,500, the student's application will be submitted to a faculty committee. That committee will make this level of award on a competitive basis.

All applications for supplementary training support will be reviewed by the Graduate School to be sure that the student is eligible and that the budget is not excessive.

Support

- Acquisition of languages not taught at Emory, or language training in a depth or character not available at Emory. This includes both tutoring and formal classes.
- Specific forms of professional training not available at Emory, including workshops, research seminars, colloquia, and so on.
- Eligible expenses include tuition and transportation. Where the training takes place away from Emory and the student is not receiving stipend support, living expenses for the duration of the training are available. While a student receives a Graduate School stipend, support will not be granted for living expenses at the student's primary residence.

Eligibility

- Students must be enrolled in an Emory doctoral program for the duration of the training.
- Students must be in good standing at the time of the application, in the Graduate School as well as in their programs.
- Students may not have more than one incomplete at the time of application.

Review

- Advisor and Director of Graduate Studies review all requests and approve them on the basis of the value of the training to the student's progress.
- The student's application will include a brief narrative (no more than 500 words) explaining how the skill is integral to his or her progress toward the Ph.D., and that the training cannot be obtained at Emory. Documentation for the application will include a budget and any available descriptions of the program, workshop, seminar, etc.
- Where external funding is available to cover all or part of the proposed training, students are expected to document a good faith effort to find and obtain that support. In some fields this will include mentor funding, in others, student-initiated application to external sources.
- Support up to the threshold of \$2,500 is awarded primarily on the basis of DGS and Advisor approval.

- Applications that do not require faculty review are due on the last working days of October, December, February, April, June and August, and will be considered within two weeks.
- A student may apply for and receive several awards, totaling less than \$2,500, without submitting an application to competitive faculty review.
- Once a student's cumulative training support—past support plus current request—exceeds \$2,500, all applications must be approved by the DGS, advisor, and a faculty review committee.
- In addition to the necessity and merit of the proposed training, faculty review will consider the past use the student has made of Emory support for supplemental training and his or her efforts to acquire external funding.
- Applications that require faculty review are due on the last working days of September, November, January and March and will be considered within 30 days.
- Students who receive awards must submit to the Graduate School a brief written report on the use of the awarded funds within 30 days of the completion of the training.