

Article IX. Grants Code

Section 4. Professional Development Grants (PDG)

The PDG program funds expenses that further the professional and career development activities of students. PDG is offered every Summer, Fall, and Spring semester.

A. Funding History

1. The PDG and its quasi-endowment were established in 2004 with \$220,000 from the UNM Provost's office.
2. The quasi-endowments are held by a University foundation on behalf of GPSA. Each year the spending allowance from the endowment's funds grant activity.
3. Additional PDG funding may be determined through the annual budget process and augmented by appropriations from the GPSA Council.

B. Activities Funded

1. Acceptable PDG costs include:
 - a. Expenses for interviews, clinicals, workshops, job fairs, auditions, trainings, mock trials and other career or professional events where the student is not presenting or conducting research.
 - b. Costs can include airfare, registration costs, hotel, shuttle fees, taxi fares, professional membership fees, and per diem in accordance with UNM policy. Travel must be outside of Albuquerque. Current policy and mileage rates can be found in the University Business Policies and Procedures Manual, Policy 4030.
2. Unacceptable PDG costs include:
 - a. Travel to present research.
 - b. Any activity that can be funded by the SRG.
 - c. Purchase of gifts, souvenirs and any item that do not contribute to the professional and career development of students.

C. Amount of Funding

1. PDG can fund up to \$600 per student per year, beginning June 1, 2024.
2. A year refers to the period between June 1 and May 31.
3. See [Article IX. Section 1.D.6, 7] for activity funding periods and see [Article IX. Section 1.C.1] for application submission deadlines.

D. Application Requirements

1. A complete PDG application includes:
 - a. The completed HTML fields of the online PDG application.
 - b. An activity proposal submitted through the online system and not to exceed seven hundred (700) words. The activity proposal should contain the following sections:
 - i. Background
 - Applicant's academic/professional interests must be clearly stated.
 - Applicant's professional goals must be clearly stated.
 - Activity described in detail – what exactly will the applicant do, when and where the activity is occurring.
 - ii. Benefits
 - Activity's benefits must be clearly stated and linked to applicant's professional

- development and career goals.
- Activity must be put into the context of the applicant's stage in their degree program.
- c.** A completed budget template filled out correctly and submitted through the online system, including supporting documentation.
- d.** No materials besides those listed above shall be accepted.

E. Scoring Criteria

The scoring criteria categories and minimum weighting for PDG must include:

1. Background (20 points)
 - a. Applicant's academic/professional interests are clearly stated.
 - b. Applicant's professional goals are clearly stated.
 - c. Activity is described in detail – what exactly will the applicant do, when and where the activity is occurring
2. Benefits (40 points)
 - a. Activity's benefits are clearly linked to applicant's professional development.
 - b. Activity is put into the context of the applicant's stage in degree program and career goals.
 - c. Activity's benefits are clearly linked to the applicant's career goals.
3. Composition (10 points)
 - a. Proposal flows logically and writing style is action oriented.
 - b. Technical terms are defined, and the proposal is suitable for a general audience.
4. Budget (30 points)
 - a. Applicant used the budget template provided.
 - b. Applicant pursued other sources of funding within the University or the academic community
 - c. Budget appears well researched and complete for the scope of the activity. Choices appear to be economical or are otherwise explained.

F. Disqualification Criteria

1. Applications exceeding the seven hundred (700) word limit.
2. Applications that were submitted after the deadline.
3. Incomplete applications – failure to complete a section of the proposal.
4. Applications where the budget was not completed using the budget template provided to applicants.
5. Applicants requesting funds for an event or activity that does not qualify for the PDG as mentioned in [Article IX. Section 4.B].
6. Applicant has already received the maximum allowed funds for the PDG as noted in [Article IX. Section 1.D.8]