EMORY | LANEY GRADUATE SCHOOL

PDS Conference Report AY2023-24 (for applications approved for AY22-23)
SUBMIT COMPLETED REPORT AND REQUIRED SUMMARY/TABLE (IF APPLICABLE)
TO YOUR PROGRAM WITHIN 30 DAYS OF CONFERENCE END DATE

Please note: Students with outstanding Reports may be ineligible for future PDS funding until all prior Reports are submitted and uploaded by their program admin. Reports are due also for funds that are declined.
Applications approved in AY23-24 will NOT use this form. The Report is available online through LaneyConnect.

Today's Date: _____

Student Info
Full Name: _____   EMPL/Student ID #: _____

Was the conference cancelled? **Yes** ☐   **No** ☐

Are you receiving a GSC travel grant for this conference? Yes ☐   **No** ☐
If yes: Please attach a copy of your GSC grant letter to this report and submit this entire packet along with your original receipts to your program administrator. Once your travel expense report is complete you will need to send a copy of your travel expense report to the GSC office for final approval and to ensure your payment goes through in a timely manner.

Approved PDS Funds Amount: _____   Deadline of this App (MM/DD/YY): ___/___/___

Amt Received & Used (if different* from above): _____   Date $ Received (MM/DD/YY): ___/___/___

*__Student__: DO NOT (1) include lesser amount due to tax. If you were approved $1,000 and received less due to tax, it should still indicate $1,000 __or__ (2) DO NOT enter lesser amount if you had less than $50 remaining and not returning the funds. If you were approved $1,000 and used $960, it should still indicate $1,000.

[Check one of two boxes below, add required files (if relevant), and submit to your program admin]

☐ **PDS FUNDS ACCEPTED**
Attach to this report a table summary of all expenses and a 200-word brief report about how this activity has impacted your professional development. The table should include the exact expenses, cost of the expenses, with the sum of all expenses. Submit all pages together as a single file to your program administrator. This attachment is not required if declining funds.
IF $50 OR MORE REMAINING (i.e., Approved PDS Funds Amount is $50 or more than Amt. PDS Funds Received & Used): the student must return the unused funds if they already received the money.
STUDENT: Please submit this Report to your program administrator AND see the PDS Handbook FAQ on returning unused funds.
PROGRAM ADMIN: Confirm that the student has begun the process of returning the funds. DO NOT submit this Report file back until you have confirmed that any remaining funds have been returned.

☐ **PDS FUNDS DECLINED**
STUDENT: (If the student has already received funds that they need to return, please see the FAQ in the PDS Handbook)
PROGRAM ADMIN: DO NOT submit this Report file back until you have confirmed that any received funds have been returned.

Reason for declining? _____

STUDENT ATTESTATION: I attest that the PDS Conference funding was spent in accordance with the purpose for which it was originally funded as indicated by this PDS Report __OR__ that I have declined the funding as indicated in the box above.

Student Signature: _____

To be completed by Program Administrator (Please follow the steps below)
CollegeNET is no longer active, and therefore, if you are certifying that the student's information above is correct, please:

1. **Enter** your name and signature below certifying that you have reviewed/approved the information that the student has entered above.
2. **Submit** the student's PDS Report as a single PDF file to LGS.profdev@emory.edu. We will retain the Report file manually for record keeping and update the student's record in the new system, if necessary.

Graduate Program Administrator NAME (or staff processing the PDS funds): _____

SIGNATURE: _____