

Professional Development Certifications Funding (PDCF)

Funding for professional development certifications is designed to support Northeastern University Non-PhD graduate students from all colleges and departments in their pursuit of local professional development opportunities within their area of study or research on a reimbursement basis to cover registration fees that are not currently funded by the student's advisor or other funding sources. Non-PhD students are eligible for funding up to the amount of \$100 per academic year. However, all final reward amounts are contingent on the availability of funds per funding period. Specifically, this fund is allocated to cover registration fees that are not currently funded by the student's advisor or other funding sources.

PDCF Eligibility

1. Applicants must be currently enrolled, **degree-seeking** Graduate or Professional students at the Northeastern University and should be a graduate student.
2. Certifications include, any professional course that is not offered by Northeastern University, or a certification which is not offered by any other U.S. Accredited University, and contributes to your professional development.
3. PDCF covers registration for a professional development certification program, within the student's area of research or study.

Application Procedure

1. Please fill out the Professional Development Certification Funding Application (on CampusLabs)
2. Submit the Advisor Approval Form in addition to your Professional Development Certification Funding Application
3. Once your application is approved by the Finance Committee, an Award Letter will be sent to the mailing address you have provided (usually after the funding cycle's deadline). The award letter will include the breakdown of your total award and instructions for submitting proof of payment for your reimbursement. If there are errors or changes to your plans, the GSG VP of Finance must be notified of changes (not to exceed the total award) prior to purchases. Changes to an award will NOT be made after the student has made the expenses.
4. Include the total funding amount you are requesting from the Graduate Student Government.
5. In order to be reimbursed, authentication documents must be submitted within the appropriate deadlines. This includes a copy of the original award letter with:
 - Completed SABO Expense Reimbursement Voucher.
 - Appropriate Signatures (1. Advisor or Dept. Representative, 2. Registrar's Stamp/Seal, 3. Student)
 - Proof of payment for all expenses (example: credit card statement, bank statement)
6. Save all of your receipts from the purchases. In order to process your reimbursement, we require documentation showing you paid for all expenses.
7. Once all documentation has been received by the GSG office, the information is submitted to the GSG advisor for approval and processed by the Business Office. Once processed by the Business Office, reimbursement checks will be mailed to the mailing address provided.

Important Requirements

1. Individuals may receive a maximum of one (1) PDCF depending on the availability of funds for the fiscal year.
2. Once a student is notified of their grant funding award, a report must be submitted to the VP of Finance four (4) weeks following the award notification via email. Failure to submit reports will result in disqualification to receive future PDC funding.
3. Funding deadlines are divided into 6 quarters throughout the academic year. The funding deadlines are below:

Funding Period	Certification Date	Application Deadline	Notification Date
1	Jun-Jul 2020	May 21, 2020	May 31, 2020
2	Aug-Sep 2020	July 15, 2020	July 31, 2020
3	Oct-Nov 2020	September 15, 2020	September 29, 2020
4	Dec-Jan 2020-2021	November 15, 2020	November 27, 2020
5	Feb-Mar 2021	January 17, 2021	January 31, 2021
6	Apr-May 2021	March 20, 2021	March 31, 2021

Important Notice

1. The GSG Professional Development Certifications Funding program is highly competitive and it is not a guaranteed source of funding.
2. Applicants who are not awarded are encouraged to re-apply for future semesters, provided that all eligibility criteria are met.
3. Awards allocations are determined by the availability of funds and the number of applications received.