



Office of Graduate & Postdoctoral  
Affairs  
Diversity Programs

Dear UVA Graduate Students, Professional Students, and Postdoctoral Scholars,

The UVA Office of Graduate & Postdoctoral Affairs - Diversity Programs is pleased to provide financial support to graduate students, professional students, and postdoctoral scholars to support activities related to their career development for which funds may not exist. Listed below is information regarding the Professional Development Award.

All submitted responses will be kept confidential. Should you have any questions feel free to contact us at [uvagraddiversity@virginia.edu](mailto:uvagraddiversity@virginia.edu).

Best regards,

**Jasmine D. Crenshaw, Ph.D.**  
Director of Diversity Programs  
Office of Graduate & Postdoctoral Affairs

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## Eligibility Criteria

To be eligible for this award an applicant must be:

1. A UVA graduate or professional student enrolled full time in a degree seeking program and in good academic standing with a GPA of 3.0 at the time of submission and the time of use of the funds.
2. A UVA postdoctoral scholar/research associate.

## Award Information and Disbursement

Award(s) with a maximum value of \$1,000 each will be issued.

Awarded funds will be disbursed in the form of a reimbursement after proof of purchase of approved activity, or arrangements can be made by a staff member in the Office of Graduate and Postdoctoral Affairs to issue a payment made directly to the vendor on your behalf for the approved activity.

Receipts must include the payment method used, the total amount paid, and a zero balance. Credit card statements, screen shots, online banking screens, and reservation confirmations will not be accepted as receipts. All expenses submitted for reimbursement



must be directly related to participation in the proposed activity. All receipts are subject to review and approval by the Office of Graduate and Postdoctoral Affairs fiscal tech.

If a student receives the Professional Development Award and the full amount of the funds are not utilized, all unused funds will remain with the Office of Graduate and Postdoctoral Affairs, Diversity Programs.

### **Examples of Qualifying Use of the Professional Development Award**

Award funds may be applied to activities such as workshops; short courses; research supplies, data collection/field work travel, and activities not covered by your department or research advisor; conference registration and participation expenses, such as hotel and meals only affiliated with the conference; any other reasonable activity that complements your current degree program and supports their professional and career objectives.

Examples of expenses not eligible for reimbursement include:

- Academic work for credit; living expenses
- Research activities, software, trainings, or certifications that can be provided by the UVA school, department, and/or research advisor
- Leisure and/or recreational activities

Awardees are asked to adhere to university travel policies. To view the current policy please visit <https://travelandexpense.procurement.virginia.edu/traveluva/travel-and-coronavirus-covid-19>.

### **Post-Award Activity**

All awardees will be asked to complete an online survey with open-ended, reflection questions about your experience, photos of recipients engaged in the awarded professional development activity, and links to videos may also be submitted. All post-award survey submissions are asked to be sent in within one month after completing your activity and your responses will be shared with the Office of Graduate and Postdoctoral Affairs.

### **Components of Professional Development Award Application Packet**

All Professional Development Award packets must include:

1. A cover sheet with the following information- Applicant's Name, Email, Program/Department, School, Degree Program, Number of Years at UVA, name of Reference Writer.



2. Two-page CV or Resume.
3. A 500-word description of the event, including dates and locations. If possible, applicants should also submit a brochure, print-out or other promotional material for the activity.
4. A 1000-word essay describing your career goals, the importance of the opportunity relative to your academic field of study, and how the proposed activity aligns and will contribute to your degree program and professional development.
5. A completed budget template with justification for proposed activity. We ask that all applicants list external funding sources, both potential and acquired from sources such as a faculty member, program, department, school, fellowship or personal, that will supplement the funding request.
6. Please have a UVA faculty or staff member from your department submit in a letter of support to [uvagraddiversity@virginia.edu](mailto:uvagraddiversity@virginia.edu) by the March 4<sup>th</sup> application deadline. A staff member from the Office of Graduate and Postdoctoral Affairs, Diversity Programs will provide a follow-up email to the applicant and UVA faculty/staff member upon receipt of confirmation of the letter of support. All letter of recommendation received after the deadline will result in ineligibility for the applicant.

Letters of support from UVA Faculty or staff should include, but not be limited to, the following:

- Confirm that the applicant is making satisfactory academic progress.
- Discuss how the proposed opportunity will complement the degree program and contribute to the professional career preparedness of the applicant.

All applications for the Professional Development Award will be reviewed by a selection committee.