



Graduate Professional Development Fund (GPDF) Guidance & Application

Disclaimer: GSO funding is not guaranteed. Reimbursements are processed on a first-come, first-served basis, and the GSO reserves the right to modify policies or discontinue services at any time, including when funds are depleted. Do not incur expenses that could compromise your financial stability. Access to GSO funding is dependent on the payment of the graduate student activity fee.

Scope:

1. Graduate Professional Development Fund (GPDF) are awarded for a variety of professional development projects or activities to assist graduate students to develop their full professional potential or to prepare for advancement. (See page 2 for a list of reimbursable and non-reimbursable expenses.)
2. Covers 50% of the total expense
3. Students are allotted up to \$200 per academic year, and expenses must be made within the current fiscal year. There is a \$100 minimum for applications to be processed (The expense has to be a minimum 100\$). Students must apply within 30 days of the last GPDF- related expense date.
4. Although the applications are processed on a first come first serve basis. The applications are limited to one per semester per student.

Documents Needed:

1. Fully Completed Application Form
2. Itemized Receipts and Proof of Payment
3. Letter from the applicant stating how this expense will enhance the applicant's professional development.



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Reimbursable vs. Non-Reimbursable Expenses

The Graduate Professional Development Fund has a variety of uses but must be approved by the Treasurer before being processed.

Reimbursable Expenses for professional development activities (not part of degree requirements):

- Registration fees for competitions or certification exams
- Non-Binghamton University coursework or online coursework
- Preparation of material for publication
- Subscriptions/access to archives, journals, libraries, etc.

Non-Reimbursable Expenses:

- Alcohol or gift card expenses
- Tuition and related fees for Binghamton University
- Textbooks, equipment, hardware, consumable, or non-consumable supplies related to core education/academics