



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 that either do not have sufficient funding currently or for which funds may not exist to support activities related to their career development. 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.

Best regards,

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

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 use of the funds.
2. A UVA postdoctoral scholar/research associate.

The UVA Professional Development Award selection committee aims to recruit and retain graduate students, professional students, and postdoctoral scholars/early-career professionals throughout their careers. It is essential that we give full consideration to all applicants, including those at an early stage of their academic career, whose experience and potential will look different from applicants who have progressed further in their graduate or postdoctoral programs. The selection committee will evaluate all proposals with respect to your academic progression and professional experience.

Professional Development Award Evaluation

All applications for the UVA Professional Development Award will be reviewed by a selection committee. The selection committee will evaluate applicants in the following areas:

- Reference Questionnaire Form
- Personal Statement
- Professional Development Growth Potential



- Budget Template for Proposed Professional Development Activity Description
- Overall Review of Documents

We welcome strongly encourage you to download a copy of the rubric to view the criteria and rating scale at <https://bit.ly/uvapdarubric>. This rubric will be used during the evaluation process of all applications.

Components of Professional Development Award Application Packet

Please complete an online application at the following website, <https://bit.ly/uvapda2024>.

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 training opportunity, including dates and locations. If possible, applicants should also submit a brochure, print-out or other promotional material for the activity.
4. Answers to prompt questions describing what are your career goals and how do you envision the proposed activity impacting and helping you meet your professional career goal(s), degree program, and/or overall professional development.
5. A completed budget template with justifications for proposed expenditures. 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. Download the budget template here: <https://graddiversity.virginia.edu/media/1391>.
6. As a part of your application, a UVA faculty or staff member from your department is asked to serve as a reference and complete an online questionnaire form in support of your application. The online questionnaire will be emailed to the designated reference, where they will be asked to submit their responses no later than the application deadline on March 8th. Any questionnaire responses received after the application deadline will result in ineligibility for the applicant. Additional information, including letter of recommendation, will not be reviewed by the professional development award committee.



Frequently Asked Questions (FAQs)

What are examples of qualifying use of the Professional Development Award?

Examples of qualifying uses of the Professional Development Award include items 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 your professional and career objectives.

Examples of expenses not eligible for reimbursement include:

- Tuition or fees affiliated with graduate programs at the University of Virginia
- Health insurance, fringe benefits, and indirect costs
- Living expenses affiliated with your graduate studies at the University of Virginia
- Research activities, software, trainings, or certifications that can be provided by the UVA school, department, and/or research advisor. For a full listing of available software available at UVA, please visit https://virginia.service-now.com/its/?id=software_gateway
- Expendable supplies and permanent equipment for research, such as laptops, tablets, cell phones, and other similar electrical devices
- Leisure and/or recreational activities

Awardees are asked to adhere to university travel policies. To view the current policy please visit <https://uvapolicy.virginia.edu/policy/sec-046>.

How will the Professional Development Award be distributed?

The Professional Development Award will be distributed in the form of a one-time payment issued to the recipient for the sponsored activity.

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

We encourage individuals to submit an application for this award only if you have a specific need and after confirming that funds are not available from other sources, such as your advisor, department, etc.