**MARSEA Professional Development Grant**

**Application Form**

**Academic Year 2024-2025**

**About the MARSEA Professional Development Grant**

The MARSEA Professional Development Grant is open to all current MARSEA students. It is intended to support students’ academic and professional development toward their career goals. This grant is awarded as a reimbursement for expenses incurred through participation in professional development activities such as conferences, workshops, and other programs as well as related costs such as presentation supplies. Personal expenses, such as food and/or beverage costs, will not be considered.

**Eligibility**

Applicants must be current MARSEA students at the time of application as well as at the time of the event’s occurrence.

**Application**

A complete application must include the following:

* A short, typed narrative describing the professional development activity (including the date and time) and its relationship to the student’s program of study as well as their academic and professional goals
* Proof of the event: such as a copy of the conference flyer or acceptance letter/email
* An itemized budget or description of the expenses for which you are seeking reimbursement
* Proof of payment: such as a copy of an original receipt or invoice of the associated cost(s)
* Information about any other grants or scholarship funds you have received/may receive in connection with this professional development activity

**Deadline**

**Applications will be accepted and awarded on a rolling basis until the funds have been exhausted. The last day to submit applications for reimbursement for the 2024-2025 academic year will be Monday, May 5, 2025.**

The maximum amount of each award is $350 per student per academic year.

Reimbursements are competitive and will be awarded by a selection committee after the deadline has passed. As such, applying does not guarantee receipt of this grant.

**Please complete each section of this application form and submit the completed form as a PDF, with the proof of event and payment documents attached, via email to Professor Kim Brandt at** [**lb28@columbia.edu**](mailto:lb28@columbia.edu) **and the WEAI Student Affairs Coordinator.**

**Part 1. Applicant Information**

|  |  |
| --- | --- |
| First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  UNI: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Year enrolled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Part 2. Activity Information**

|  |
| --- |
| In 500 words or less, describe the professional development activity (including the date and time) and its relationship to your program of study as well as your academic and/or professional goals. |
|  |

**Part 3: Budget Request**

|  |
| --- |
| Please include a detailed budget outlining the expenses associated with the professional development activity for which you would like to request to be reimbursed. |
|  |

**Part 4. Other Sources of Funding**

|  |
| --- |
| Please list any other grants or scholarship funds you have received/may receive in connection with this professional development activity. |
|  |

**Part 5. Proof of the Event:** such as a copy of the conference flyer or acceptance letter/email *(must be attached to this document as a PDF).*

**Part 6. Proof of Payment:** such as a copy of an original receipt or invoice of the associated cost(s) *(must be attached to this document as a PDF or image file).*