Professional Development Funds – Ph.D. Students
Guidelines and Procedures
(Approved 4/09, Reviewed 6/17/Approved 11/20)

Dean's Fellowships are awarded to new Peabody Ph.D. students each year and consist of a one-time $5,000 fund for professional development (PD). This fund is provided to help defray the direct expenses of the recipient's research or other experiences that, if capitalized upon, could help build a strong CV. The $5,000 professional development fund can be used toward the program of research at any time after successful completion of the second year of full-time enrollment. These funds can be used to pay for the costs of research as a Vanderbilt graduate student. Final decisions on whether to approve requests for use of PD funds are made by the Associate Dean of Graduate Education, following review by the academic advisor, Director of Graduate Studies, and Administrative Officer. Below are the general guidelines, which are not exhaustive, for eligible expenses that will help improve the CV:

- Research apparatus and materials (e.g., data collection equipment, standardized tests, reproduction of investigator-developed questionnaires)
- The direct costs of data collection (e.g., travel to collect data, payments to research participants)
- Expenses for data analysis (e.g., specialized software, cost of attending a workshop dealing with new analytic methods)
- Travel to present research results at a professional meeting

This fund is not intended for general support of the recipient's academic work. Thus, ineligible expenses include, but are not limited to, living expenses, journal subscriptions, books, professional memberships, application fees, and computers.

To submit a request for consideration, prepare a detailed explanation of how you plan to use the PD funds, including an itemized budget with a detailed spending plan and a spending time line. Also needed is an explanation of how this relates to progressing in your PhD program. All requests must be submitted via the following InfoReady link:

https://vanderbilt.infoready4.com/

Once a request is submitted, the academic advisor, Director of Graduate Studies, and Administrative Officer will review it. After those reviews, the Associate Dean for Graduate Studies will make the final decision. Reimbursement of approved funding will be handled through the departmental Administrative Officer as with other reimbursable expenses.