

Film and Visual Studies (FVS) PhD Professional Development Policy

The Film and Visual Studies (FVS) PhD program offers each graduate student professional development support in the amount of \$700 per academic year (please note this funding is through the department and separate from the professional development funding offered through the Graduate School of Arts and Sciences (GSAS)). To be eligible for this funding students must:

- Be in good academic standing.
- Be enrolled full time in the PhD program in Film and Visual Studies.
- Submit the completed FVS Request for Graduate Student Professional Development Funding Form to the Graduate Programs Administrator for approval.

Only approved accountable expenses can be reimbursed, these include:

- Transportation (by the most economical means available), lodging (excluding food), registration fees, and expenses related to attending conferences and events related to professional development.
- Restaurant bills are not reimbursable expenses.
- Individual membership fees to organizations are not reimbursable expenses.
- Support funds will not be provided in advance of purchases. Students must submit an application for funding and be approved prior to spending funds and expecting to be reimbursed. Unapproved purchases will not be reimbursed.
- Funds will be disbursed after the student has submitted to the graduate programs administrator a reimbursement form with all appropriate receipts.
- All receipts for reimbursement must be submitted within 30 days of incurring the expense.

Funding is subject to United States tax laws. For more information on taxes please visit the Harvard University Student Financial Services website:

<https://sfs.harvard.edu/taxes>

All application materials will be kept confidential.

Applicant Information:

Name: _____ Year Entered PhD Program: _____

Address: _____ Current G-Year: _____

Email: _____ Year of Expected Graduation: _____

Phone: _____ Date of Event/Purchases Made: _____

Conference Information:

Title of Event/Details of Purchase: _____

Dates of Event/Purchase: _____ Location of Event/Purchase: _____

Will you be presenting a paper or exhibiting at the above referenced event (circle one)?

YES or NO

If yes, what is the title of the paper or exhibition you plan to present: _____

Please briefly describe the topic of your paper or exhibition, or if you are not presenting/exhibiting please describe how this purchase relates to your professional development: _____

Please describe (in no more than 300 words) the event you wish to attend or purchase you wish to make, its connection to the field of Film and Visual Studies, and your reasons for attending or purchasing:

Budget Information (please be as specific as possible):

Registration Fees: _____

Type of Transportation: _____

Transportation Fees: _____

Number of Nights Lodging: _____

Lodging Fees: _____

Other accountable expenses: _____

Total Accountable Expenses: _____

Total Funding Request (up to \$700.00): _____

What efforts have you made to reduce costs? What other funding sources have you consulted? Please list additional sources of funding you have applied for and/or received for this event/purchase. Include fellowship support as appropriate: _____

Please return this form to the Graduate Programs Administrator, Emily Amendola four weeks prior to the start date of the event and/or purchase.

Remember, if you are approved to receive Student Professional Development Funding all receipts for reimbursement must be submitted within 30 days of incurring the expense or you will not be reimbursed.