

STANDING RULES
for the
PROFESSIONAL DEVELOPMENT FUND
of the
INTER-PROFESSIONAL
COUNCIL

For the purpose of establishing guidelines for the apportionment of professional development funds.

Approved by Resolution of the Senate:
October 5, 2009

SUBMITTED BY MEGHAN SLANINA, VICE PRESIDENT
Updated: Dates, initials

- I. Acknowledgement of Superseding Documents
 - A. All rules contained herein are superseded by and shall not conflict with the Inter-Professional Council Constitution and Bylaws.
- II. Funding Sources
 - A. Professional Schools
 - 1. Each of the six professional programs comprising Inter-Professional Council contributes \$5,000 to the Professional Development Fund
 - 2. Contracts are in place with the Deans of each of the professional schools to secure this funding. These contracts need to be renewed periodically.
 - B. Office of Academic Affairs
 - 1. The Office of Academic Affairs provides \$15,000 towards the Professional Development Fund.
 - 2. The contract for this money is in place with the Provost of the University. This contract needs to be renewed periodically.
 - C. The total amount of funding for the Professional Development Fund is \$45,000 for the fiscal year.
- III. Eligible Experiences
 - A. The purpose of the Professional Development Fund is to support activities that professional students engage in that enhance their educational experience. These experiences include, but are not limited to:
 - 1. Conferences
 - 2. Externships
 - 3. Research Presentation Experiences
 - 4. Career Fairs
 - B. For an experience to qualify for funding, it must provide an educational component for the applicant.
 - 1. Assessment of the educational value of the experience will be determined based on the essay submitted with the application.
 - 2. The essay should detail the educational benefit to the individual, benefit the individual can bring back to their professional program, and/or any benefit provided to a community if the applicant engaged in a clinical experience.
 - 3. The Justices (composed of one student from each professional school) will determine the eligibility of the experience. All decisions made by the Justices are final, with no option for appeal.
 - C. Experiences for which a student receives credit are not applicable for Inter-Professional Council funds.
- IV. Student Eligibility
 - A. The applicant must be currently enrolled in Professional School at The Ohio State University during the quarter in which the eligible experience occurred, or the experience must occur during a summer quarter between two academic years in which the applicant is enrolled.
 - B. The applicant must be in good standing with their professional program.
- V. Applications
 - A. Applications are available biannually, during Autumn and Spring quarters.
 - 1. Applications are due the fifth Friday of Autumn and Spring quarters.
 - 2. No late applications will be accepted.
 - B. For an application to be considered eligible, the experience must have occurred within the two quarters preceding the application.
 - C. Students are limited to one application per period; therefore, two applications annually.
 - D. Applications must be complete and turned in before the deadline to be accepted. In order to be considered complete, the application must include the

- applications, AP Compliance form, a one page explanation statement, and receipts.
- E. The maximum amount any individual may request is the total allowable expenses minus any outside funding that has been awarded. An individual may request up to \$750 per application.
 - F. Applications will be judged based on a point system that considers personal development, professional development, academic merit, benefit to the University, and benefit of service. These points should be addressed in the statement the applicant provides explaining his/her experience.
- VI. Eligible Expenses
- A. Travel to and from the site of the eligible experience is reimbursable: airplane tickets, rental car fees (not including gas or mileage), train tickets, bus tickets, etc. If traveling by personal vehicle mileage will be reimbursed. Transportation at or during the conference is reimbursable, to a maximum of \$30/day. Airport parking fees are also reimbursable.
 - B. Registration fees are reimbursable. This may include food if a banquet or other meal is inseparable from the registration fee.
 - C. Lodging is reimbursable.
 - D. Some other costs may be considered reimbursable. These items will be reimbursed at the discretion of the Justices.
 - E. Non-allowable expenses include food, alcohol, and entertainment.
- VII. Apportionment
- A. Each professional school that contributes to the Professional Development Fund will receive at least that amount in Professional Development Funding for students at their school.
 - B. Funding from the Office of Academic Affairs will be used in a discretionary manner by the Justices based on the quality and quantity of applications from each school.
 - C. Per annum, an individual is limited to \$750 in Professional Development Funding. For the purpose of Professional Development Funds the year will be considered Autumn Quarter through Summer Quarter.
 - D. The maximum amount any individual may request is the total allowable expenses minus any outside funding that has been awarded, not to exceed \$750.
 - 1. If an applicant has already been awarded Professional Development Fund monies in the current year, the maximum amount the applicant may request is any allowable expenses up to the amount for which they are eligible.
- VIII. Outside Funding Sources
- A. The Professional Development Fund is to be considered by applicants as supplemental to other sources of funding. Applicants are expected to seek funding from other sources. Applicants must disclose any other funding they have received.
 - 1. If an applicant fails to disclose other funding sources or falsifies information on their application, they will not be eligible for Inter-Professional Council funding for the rest of their tenure at The Ohio State University.
 - B. If an applicant receives funding from an additional source after their Professional Development Fund award, they are required to disclose this to an Inter-Professional Council Justice within 15 days.
 - 1. If the additional funding combined with the Inter-Professional Council Funding puts an applicant over their allowable expenses, they will be required to return the excess to Inter-Professional Council and the other awarding funding source, pro-rated to each.
- IX. Statement of Accountability
- A. The application shall include the following statement before the signature:

“I hereby certify that all information included in this application is true to the best of my knowledge and that all expenses detailed in this application directly relate to a professional development experience. Furthermore, I agree to disclose all other funding sources related to this trip. I understand that if I fail to disclose funding within 15 days of the notification of such an award or if I have falsified any information, I will be required to return any funding received and I will lose all rights to future funding from the Inter-Professional Council.”

X. Funding Disbursement

- A. The Justices are in charge of the Professional Development Fund. Per the Inter-Professional Governance Documents, each professional school has one Justice amongst whom they select a Chief Justice.
- B. In order to determine Professional Development Fund awards, the Chief Justice must be present and the Justices must meet with a quorum, which will be considered four Justices and may include the Chief Justice.
- C. The Justices must meet within three weeks of the Professional Development Fund application deadlines which are the fifth Friday of Autumn and Spring Quarters; therefore, the Justices must meet by the eighth Friday of Autumn and Spring Quarters to determine awards.
- D. No award shall be decided without a quorum of Justices at a meeting, and no award shall be decided at a meeting that was not advertised to all of the Justices.
- E. Once awards have been decided by a quorum of the Justices, the Chief Justice and a Justice from a different school than the applicant must sign off on the application.
 1. If a member of the Inter-Professional Council is the recipient of an award, at least three Justices, including the Chief Justice, must sign off on the application.
- F. A Justice must recuse themselves from the meeting when discussing an application which they have submitted in order to not have undo influence on the decision.

XI. Group Funding

- A. Professional Development Funding is available for organizations registered with the Council of Student Affairs or defacto organizations.
 1. An example of a defacto organization that would be considered the second year optometry class
 2. Groups of people that are not CSA registered or defacto organizations must apply separately, even if they attended an event together and split expenses.
- B. In order for organizations to be eligible for Professional Development Funding they must provide a unique educational experience as outlined in Section III.
- C. The annual funding limit for organizations is \$500.