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
Updated: September 9, 2012
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   A. All rules contained herein are superseded by and shall not conflict with the Inter-Professional Council Constitution and Bylaws.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 each professional school Dean 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. 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 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 Semester through Summer Semester.
   D. The maximum amount any individual may request is the total allowable expenses minus any outside funding that has been awarded.

IV. Student Eligibility
   A. The applicant must be currently enrolled in Professional School at The Ohio State University during the semester in which the eligible experience occurred, or the experience must occur during a summer between two academic years in which the applicant is enrolled.
   B. The applicant must be enrolled and in good standing with their professional program at the time of the application submission.

V. 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
a. Study abroad courses are not externships and are not fundable.
b. Externships are defined by the individual professional schools.
   i. Any externship in which the applicant receives credit is ineligible.
3. Research Presentation Experiences
4. Career Fairs
5. Professional Mission Trips
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.

VI. Eligible Expenses
A. Travel to and from the site of the eligible experience is reimbursable:
   1. Airplane tickets, rental car fees (not including gas or mileage), train tickets, bus tickets, etc.
   2. If traveling by personal vehicle mileage will be reimbursed at the state rate per mile.
   3. Transportation at or during the conference is reimbursable, to a maximum of $30/day.
   4. Airport parking fees are also reimbursable.
B. Registration fees are reimbursable. This may include food only 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, but are not limited to:
   1. Food
   2. Alcohol
   3. Entertainment

VII. Applications
A. Applications are available biannually, during Autumn and Spring semesters.
   1. Applications are due the third Friday of October and second Friday of February.
   2. No late applications will be accepted.
3. No incomplete applications will be accepted by the committee.

B. For an application to be considered eligible, the experience must have occurred between the first day of the spring semester through the third Friday of October for fall reimbursement and between the first day of the fall semester and the second Friday of February for spring reimbursement.

C. Students are limited to 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:
1. The application
2. The AP Compliance form
3. A one page explanation statement, and
4. An itemized budget with original receipts.

E. 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.

F. All applications must be either mailed or hand delivered to the Inter-Professional Council Office at The Ohio Union (2088)
1. No member of IPC should accept applications from constituents in lieu of deliverance to the IPC office.
2. Upon receipt of the application the staff assistant shall time-stamp the application and enter the name of the applicant, professional school, and time of application receipt into the spreadsheet.
3. Within 48 hours of the PDF deadline, the office staff will send a confirmation email to each applicant to verify receipt of the application.
4. All applications will be scanned and converted to a PDF document and saved as an electronic copy.

VIII. Outside Funding Sources

A. The Professional Development Fund is 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:
   a. They will not be eligible for Inter-Professional Council funding for the rest of their tenure at The Ohio State University.
   b. The committee will refer the matter to the individual professional school Associate Dean and the University Judicial Panel.
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, proportional to the award of each source.

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 experience. 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. There is one justice to represent each of the six professional schools, with one serving as the chief justice.

1. Application Assignments
   a. Each application should be read and scored by at least two Justices.

2. Justices will be assigned all of the applications from their professional college along with another random college for which they should score applications.
   a. If a Justice is applying for an award, at least two other Justices must score the application.

3. Application Scoring
   a. Justices will all grade applications independently based on the rubric provided in Appendix 1.
   b. Justices will score applications and submit their scores to the Chief Justice within two weeks of the application deadline.
   c. The Chief Justice will compile and average the application scores. Any application that has a large score discrepancy will be assigned to another Justice to read.
d. The compiled scores will then be emailed to all of the Justices.
e. The tiers are:
   i. Tier One: Top 67-100 percentile of the applicants in the respective professional school.
   ii. Tier Two: 34-66 percentile of the applicants in the respective professional school.
   iii. Tier Three: 0-33 percentile of the applicants in the respective professional school.

XI. Professional Development Fund Allocation
   A. Professional College Financial Allocation
      1. Justices will allocate the $5,000 of annual funding from their professional college to their constituents in three tiers based on the average PDF application score.
         a. The $5,000 will be split for the two application cycles based on discretion of each school's justice.
   B. Office of Academic Affairs Endowment Allocation
      1. After the compilation of the scores and the allocation of the professional college endowment, the $7,500 per cycle ($15,000 annually) will be distributed proportionately based upon the total amount of funds requested from each school
      2. The funding through OAA will be awarded in order to equalize the percentage awards between schools; therefore, those colleges that had a lower percentage award will receive more funding through OAA.
   C. Applicant Allocation
      1. Once the total amount to be awarded to each school has been calculated, those funds will be allocated to applicants based on the tier system
      2. Different tiers should have a 10-20% difference in the percentage of the request that they are awarded based on the discretion of the chief justice. For those schools with less than 50 applicants, any student slated to receive less than $25 will be removed from the application pool for that cycle and the tiered percentages will be recalculated.
         a. Those students removed from the application pool are unable to re-apply for that same experience in the following application cycle.
      3. For those schools with 50 or more applicants, any student slated to receive less than $50 will be removed from the application pool for that cycle and the tiered percentages will be recalculated.
         a. Those students removed from the application pool are unable to re-apply for that same experience in the following application cycle.
4. Once awards have been decided, the Chief Justice and the IPC Vice President must sign off on the application.

D. Award Reporting

1. Upon completion of allocation the Chief Justice will compile a spreadsheet including, but not limited to: name, college, email address, and a short description of the professional activity.

2. The Chief Justice will present the report to the IPC general body and provide it to the university accounting department to facilitate the dispersal of awards.

3. Once allocations are determined, Justices will notify the applicants from their school of the amount to be awarded.