

**PDS Training or Research Report AY2023-24 (only for apps. approved AY22-23)**  
**SUBMIT TO YOUR PROGRAM WITHIN 30 DAYS OF TRAINING/RESEARCH COMPLETION**

**Please note:** Students with outstanding Reports may be ineligible for future PDS funding until all prior Reports are submitted and uploaded by their program admin. Reports are due also for funds that are declined.

**Applications approved in AY23-24 will NOT use this form. The Report is available online through LaneyConnect.**

Today's Date: \_\_\_\_\_ This report is for a (check one): **Training Funds**  **Research Funds**

**Student and PDS Funding Info**

Full Name: \_\_\_\_\_

Emory EMPL #: \_\_\_\_\_

Approved PDS Funds Amount: \_\_\_\_\_

Amt Received & Used (if different\*): \_\_\_\_\_

\*Student: DO NOT (1) include lesser amount due to tax. If you were approved \$1,000 and received less due to tax, it should still indicate \$1,000 or (2) DO NOT enter lesser amount if you had less than \$50 remaining and not returning the funds. If you were approved \$1,000 and used \$960, it should still indicate \$1,000.

Deadline of this PDS App (MM/DD/YY): \_\_\_/\_\_\_/\_\_\_

Date Funds Received (MM/DD/YY): \_\_\_/\_\_\_/\_\_\_

**[Check one of two boxes below, complete, and submit to your program admin]**

**PDS Funds Used**

Please attach to this report a brief response to the questions below, in no more than 500 words. Submit all pages together as one file to your program admin responsible for processing PDS funds.

1. Describe the training/research you received and the skill you acquired **or** research conducted.
2. Explain how the training or research conducted furthered your progress towards the PhD.
3. Include a table summary of all expenses.

**PDS Funds Declined** [Please note that PDS Reports are always required for all PDS funded activity (Conference, Training, or Research), even for funds that are declined. Students with outstanding Reports may be ineligible for future PDS funding.]  
*(If the student has already received funds that they need to return, please see the FAQ section in the PDS Handbook)*

Reason for declining? \_\_\_\_\_

**STUDENT ATTESTATION:** I attest that the PDS funding was spent in accordance with the purpose for which it was originally approved as indicated by this PDS Report and the attached response OR that I have declined the funds as indicated above.

**Student Signature:** \_\_\_\_\_

**To be completed by Program Administrator (Please follow the steps below)**

CollegeNET is no longer active, and therefore, if you are certifying that the student's information above is correct, please:

1. **Enter** your name and signature below certifying that you have reviewed/approved the information that the student has entered above.
2. **Submit** the student's Report as a single PDF file to [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu). We will retain the Report file manually for record keeping and update the student's record in the new system, if necessary.

**Graduate Program Administrator NAME** (or staff processing PDS funds): \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_