

The Ohio State University  
Ohio Agricultural Research and Development Center  
**Application**



**OARDC Professional Growth Scholarship Program**

**MUST BE SUBMITTED PRIOR TO EVENT FOR APPROVAL**

When completing this application, type. If necessary, the text fields will expand to meet your needs. Only information with direct bearing will be considered. When the application is completed, send it to OARDC Office of Human Resources located in the Research Services Building on the Wooster Campus. Expenses are handled on a **REIMBURSEMENT BASIS** with **ORIGINAL RECIEPTS** turned in to the office of Human Resources. If an expense is paid on a ProCard, or the use is for travel, contact Karen Dodrill (3718) to obtain the chart field to use for reconciliation.

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Department: \_\_\_\_\_ OSU I.D. number: \_\_\_\_\_

Work Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Appointment Status:  Full-Time  Part-Time % of OARDC Appointment (must be at least 50%) \_\_\_\_%

Classified Civil Service  Administrative & Professional Requested Amount (maximum \$350)\$ \_\_\_\_\_

Describe in DETAIL how you plan to use this scholarship: i.e. (lodging, seminars, meals, classes etc.)

Describe the benefit to you and/or your department/OARDC/OSU:

Is the purpose of this scholarship for travel expenses, if yes please specify:

What additional information should we know when considering your application?

**Please attach brochure, announcement, catalog course description, etc. to document use of funds.**

Is other financial assistance available?  YES  NO  Don't know at this time

Request Approved Supervisor: \_\_\_\_\_

Reviewed by Department HR/Fiscal \_\_\_\_\_ Date \_\_\_\_\_

All programs of the Ohio Agricultural Research and Development Center are available to clientele with regard to race, color, creed, religion, sexual orientation, gender, age, or veteran status.

# Professional Growth Scholarship Program

## Procedures for Application And Reimbursement

- Fill out an application form *far enough in advance* of the course, seminar, meeting, etc. to allow for an approval notification.
- Attach a brochure, catalog course description, etc. to document use of funds
- Obtain supervisor and department head signatures
- Mail to OARDC Office of Human Resources
- An acceptance or denial notification will be mailed to employee seeking funding
- A notification will be given to the departmental person responsible for handling payment indicating employee who is receiving PGSP money, and PGSP chartfield for expense submission
- If travel is involved, department is responsible for all expense submission on the travel reimbursement form with PGSP expense being submitted using correct PGSP chartfield, a copy of expense should be sent to Karen Dodrill, OARDC Human Resources
- If expense is handled via a ProCard without travel involved, department is responsible for using PGSP chartfield to reconcile the expense, copy of reconciliation screen and receipt should be sent to Karen Dodrill, OARDC Human Resources
- If travel or ProCard are **not** involved, department is responsible for submitting payment request with original receipt for reimbursement to Karen Dodrill, OARDC Human Resources