

INDIVIDUAL STUDENT APPLICATION
Professional Development Committee (PDC)

Instructions:

1. Complete the application form, making certain to indicate any previous funding from the PDC.
2. Prepare a proposal including a description of the opportunity and its importance in your career.
3. Include budget information for your project or event. This should include fees related to the experience (**no per diem or food allowance**).
4. Attach a letter of support written by your applied faculty or project advisor. Your faculty/advisor may also send this directly to academicaffairs@esm.rochester.edu. Please notify your faculty/advisor of your request in a timely manner so the letter can also be submitted by the given deadline.
5. Save the completed application as a **PDF (Last name, First name)** and send as an e-mail attachment to academicaffairs@esm.rochester.edu.
6. Incomplete applications will not be considered. Be sure all required items are included.

Schedule and Funding:

1. For the 2021-22 academic year, the PDC deadlines are as follows: Oct. 1, Nov. 1, Dec. 1, Feb. 1, Mar. 1, Apr. 1, May 1, and June 1. An email announcement will be sent several weeks before each due date. Decisions made by the committee will be announced via email.
2. Students approved for funding **MUST** submit receipts (within 45 days) following the event or experience to academicaffairs@esm.rochester.edu and will be reimbursed up to the level specified by the PDC.
3. Retroactive applications **may not** be submitted. For example, if your project occurs on May 15, you must submit a request for funding by the April 1 deadline.
4. Students may only be funded one time during the fiscal year (July-June). From year to year, priority will be given to students requesting PDC funding for the first time. With research requests, priority will be given to support of a thesis or dissertation project.
5. Applicants who need a collaborative pianist to participate in an event should advise their accompanist to submit a separate proposal and application. The PDC will consider the applications jointly.
6. You must be a full-time, matriculated student in a degree program in order to be awarded funding. Projects for the summer following degree completion will not be eligible. Alumni are not eligible for PDC funding.

Activities supported by the PDC:

- Presenting a paper at a regional, national, or international conference
- Presenting a workshop/clinic/masterclass at a state/national conference or significant venue
- Competing in an advanced round of a competition
- Events where student composers premiere their works

Activities not supported by the PDC:

- Attending a conference (without presenting)
- Participating in a summer festival
- Taking an elective course/workshop
- Performances by student ensembles, larger than chamber music groups
- Volunteering opportunities
- Performance of a guest artist
- Audition related expenses
- Commissioning of new works

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Name: _____ Date of application: _____

Email: _____ Phone: _____

Are you employed by Univ. of Rochester/ESM? YES NO URID: _____

If you answered YES, answer the following questions:

What is your employee ID #? _____

Do you receive direct deposit or paper checks? _____

Name of faculty member writing letter of support: _____

Date(s) of the opportunity for which funding is requested: _____

Total amount of funding requested (insert budget where indicated below): _____

Name or brief explanation of the opportunity for which funding is requested (insert in text box below):

Have you previously received PDC funding? YES NO

If yes, please list every occurrence of funding in the table below. Please complete the table with all dates, projects, and amounts granted.

Dates	Project	Amount Granted

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Name: _____ Date: _____

Name of proposed project or event: _____

Type your proposal here:

