

**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](mailto: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](mailto:academicaffairs@esm.rochester.edu).
6. Incomplete applications will not be considered. Be sure all required items are included.

**Schedule and Funding:**

1. For the 2025-26 academic year, the PDC deadlines are as follows: October 1, November 1, December 1, February 1, March 1, April 1, May 1, and June 1, as long as funds are available (see attached schedule). 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](mailto:academicaffairs@esm.rochester.edu) and will be reimbursed up to the level specified by the PDC.
3. Retroactive applications **may not** be submitted. Your application for funding must be submitted prior to the date the activity will occur.
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.
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.
7. Reimbursements for travel and registration costs may only be made for expenses incurred directly by the funding recipient. Expenses that were not paid for directly cannot be reimbursed and payments to other individuals cannot be reimbursed.

**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
- Academic research

<b>Submission Deadline</b>	<b>Applications accepted for activities occurring in:</b>
October 1, 2025	October 2025 November 2025 December 2025 January 2026 February 2026
November 1, 2025	November 2025 December 2025 January 2026 February 2026 March 2026
December 1, 2025	December 2025 January 2026 February 2026 March 2026 April 2026
February 1, 2026	February 2026 March 2026 April 2026 May 2026 June 2026
March 1, 2026	March 2026 April 2026 May 2026 June 2026
April 1, 2026*	April 2026* May 2026* June 2026*
May 1, 2026*	May 2026* June 2026*
June 1, 2026*^	June 2026* July 2026^ August 2026^ September 2026^

\*should the PDC reach the limit of its funding before the end of the fiscal year, applications will be closed for the remainder of the fiscal year (through June 30)

^applications for activities beginning in the first three months of the new fiscal year (beginning July 1) will always be accepted and reviewed at the June 1 deadline

## INDIVIDUAL STUDENT APPLICATION

Name: \_\_\_\_\_ Date of application: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

URID:

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.

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of proposed project or event: \_\_\_\_\_

Type your proposal here:

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Provide a detailed listing of your proposed budget:

<b>Airfare:</b>	
<b>Lodging:</b>	
<b>Registration fees:</b>	
<b>Local transportation:</b>	
<b>Mileage or Gas:</b>	
<b>Other:</b>	
<b>Other:</b>	
<b>Other:</b>	
<b>Other</b>	
<b>Total estimated expenses:</b>	

\* Please note, food/per diem will NOT be funded. Please do not list this in your budget or submit receipts.

\*\* As stated in the instructions, your budget should not include accompanist fees. If your pianist is a current student at Eastman, they are advised to submit an application in tandem with your own to request funding.