



## ACCEPTING YOUR CAREER DEVELOPMENT GRANT

All disclosures and paperwork must be submitted to [usg\\_ipc\\_cgs@osu.edu](mailto:usg_ipc_cgs@osu.edu) within 14 days of the activity or conclusion of the event. The email's subject line should include "CDG" and your last name. All itemized receipts, proof of payments, audit form and summary are necessary to successfully claim your award. Failure to meet this deadline will result in automatic disqualification. Please review the following information very closely:

### 1. Adherence to Funding Period Dates to Maintain Eligibility

All expenses must be incurred during this funding period's respective activity window or be incurred prior to the activity window. A list of the activity dates for each funding period can be found here: [https://cgs.osu.edu/funding-awards/development\\_funding](https://cgs.osu.edu/funding-awards/development_funding)

### 2. Disclosure of Funding Sources

You are obligated to disclose all sources from which you receive funding, including any other campus department or office. All additional funding must be disclosed even if they are covering expenses that the Career Development Grant does not reimburse (i.e. food, academic expenses, research expenses). Failure to disclose all funding sources may result in immediate withdrawal of this award, and you may be deemed ineligible to apply for future funding through the Career Development Grant. In cases of doubt, please contact us at [usg\\_ipc\\_cgs@osu.edu](mailto:usg_ipc_cgs@osu.edu).

If any other University office is contributing funds toward travel to the activity for which you applied, you must email CGS ([usg\\_ipc\\_cgs@osu.edu](mailto:usg_ipc_cgs@osu.edu)) **and** the Grant Administration Chair ([grizenko.1@osu.edu](mailto:grizenko.1@osu.edu)) within **one (1) week of receiving this email** with the names and email addresses of the appropriate fiscal officer(s) who is or will be making the travel arrangements.

The Office of Student Life and Council of Graduate Students will work with the other parties to file a joint reimbursement request.

### 3. Getting Reimbursed

All grant recipients will be reimbursed after expenses are incurred through a check issued by The Ohio State University or through direct deposit if you have a University appointment (GA, part-time, staff, etc.). Both forms of payment (check and direct deposit) take approximately 4-6 weeks to fully process.

**NOTE:** Anyone receiving payments from a U.S. source, whether they are U.S. residents or internationals are subject to U.S. taxation. There are specific regulations and processes required for determining the tax withholdings for international persons. If you are a non-resident alien, please click [HERE](#) for more information about how to access GLACIER, Ohio State's secure online international tax compliance software. If you have questions about your tax obligations, contact [usg\\_ipc\\_cgs@osu.edu](mailto:usg_ipc_cgs@osu.edu).

#### Required Documentation

The following documents are to be emailed to [usg\\_ipc\\_cgs@osu.edu](mailto:usg_ipc_cgs@osu.edu) **within 14 days** of the activity or conclusion of the event. The email's subject line should include "CDG" and your last name. Failure to do so will result in the automatic forfeit of your right to this funding.

- Audit Form
- AP Compliance Form or Vendor Setup Form
- Brief, 300-Word Testimony

More information on how to fill out these forms is provided on the next page.

## Required Documentation for Reimbursement

### 1. [Career Development Grant Audit Form](#) (required)

- Reminder: The max amount that can be requested is \$350.
- You will be awarded only the amount you requested for the activities outlined in your application.
- You must retain original receipts (showing payment confirmation). Please submit all receipts in one PDF.

### 2. [AP Compliance Form](#) (required; direct deposit)

- In accordance with Internal Revenue Service and State of Ohio regulations, the University is required to obtain information for all businesses and individuals to whom it makes payments.
- Fill out all the information that applies to you. Please write legibly and submit with your testimony and Audit Form.

**NOTE:** You do not need to submit this form if you are a University employee (e.g., GA, part-time, staff, etc.) and have direct deposit set up. Instead, include your Employee ID number on the **Audit Form**.

- or -

### 3. [Vendor Setup Form](#) (required; direct deposit/payroll not set-up)

- If you are not a University employee (e.g., GA, part-time, staff, etc.), or you do not have direct deposit established with the University, you should fill out this form. You do not need to submit an AP Compliance Form in this case.

### 4. A Brief, 300-word Testimony (required)

- This testimony should include a brief description of how you spent the grant money and how the grant contributed to the advancement of your academic/professional career.
- We also encourage you to include a photo from the conference or a headshot to be included with the testimonial to be featured in CGS promotional materials (optional).

#### **4. If You Are Traveling Internationally...**

You will be required to enroll in the University Supplemental International Insurance provided through GeoBlue.

Please see <https://oia.osu.edu/global-risk-safety/health-and-safety-resources/insurance/> for information about how to enroll. The cost of the insurance is \$1.50 per day, which should be listed in your estimated travel costs. Ohio State's supplemental travel insurance is provided through HTH Worldwide Services. This supplemental insurance is required for all Ohio State students studying and researching abroad and includes coverage for medical, medical evacuation, repatriation and political emergency and natural disaster evacuation.

The transfer of your grant funding is contingent upon your enrollment in the University's supplemental travel insurance during the time that you will be abroad. For more information about the supplemental insurance enrollment request process, please contact Laurie Ogburn ([ogburn.4@osu.edu](mailto:ogburn.4@osu.edu)).

Awardees who travel internationally will not be reimbursed if they have not purchased the international insurance through OSU. For more information, please visit: <https://oia.osu.edu/units/education-abroad/health-and-safety/traveler-insurance/applying-online/>.

Along with your receipts, include a confirmation from your account on [buckeyelink.osu.edu](https://buckeyelink.osu.edu) that you purchased supplemental health insurance.