



**THE OHIO STATE
UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

OARDC Professional Growth Scholarship Instructions

- Whenever possible, complete the application 30 days prior to course, seminar or meeting to allow sufficient time for approval.
- Attach a brochure, announcement or course description to document use of funds.
- Obtain supervisor signature.
- Submit completed application to OARDC Office of Human Resources.
- The employee will receive a letter approving or disapproving scholarship request. A separate notification will be sent to the departmental fiscal representative.
- If travel is required, the department is responsible for submitting all expenses on a travel request form with the notation that expenses will be reimbursed with PGSP funds. Submit copies of all expense reimbursement paperwork to Gwen Covert, OARDC Office of Human Resources. A journal entry will be processed, reimbursing funds to the department.
- If expenses are paid by P-Card without travel, the department is responsible for reconciling the expense to the appropriate departmental chartfield. Submit copies of the reconciliation screen and receipts to Gwen Covert, OARDC Office of Human Resources. A journal entry will be processed, reimbursing funds to the department.
- For personal reimbursement, the individual is responsible for submitting original receipts to Gwen Covert, OARDC Office of Human Resources, for reimbursement.



THE OHIO STATE
UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

OARDC Professional Growth Scholarship Application

Funds may be used to offset registration, course materials, travel, meals and lodging. **Eligible employees include A&P and CCS staff members with a minimum 50% OARDC appointment, or employees in college support units located on the OARDC Campus.** Faculty, Graduate Students, Post-Doctoral Researchers and Visiting Scholars are not eligible. Submit completed application to: OARDC Office of Human Resources, 121 Research Services, 1680 Madison Ave., Wooster, OH 44691. Expenses will be processed as a **REIMBURSEMENT**, with receipts submitted to Human Resources.

Name: _____ Job Title: _____

Department: _____ OSU ID: _____

Work Address: _____

Phone: _____

Requested Amount (**maximum \$500**) \$ _____

Describe, briefly, how you plan to use this scholarship (i.e. registration, lodging, seminars, meals, etc.), including date and location:

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

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

A brochure, announcement, or course description must be attached for consideration. Submit application prior to event for approval.

Request Approved Supervisor: _____

Reviewed by Department HR/Fiscal: _____ Date: _____

All educational programs conducted by The Ohio State University College of Food, Agricultural, and Environmental Sciences are available to clientele on a nondiscriminatory basis without regard to age, color, creed, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.