



Doctoral Careers and Professional Development Fund Funding Request Procedure

The Doctoral Careers and Professional Development Fund is administered through the Homewood Career Center. This fund supports student-initiated events and activities focused on non-academic career preparation, networking, and professional development for doctoral students on the Homewood (KSAS, WSE, SOE) and East Baltimore (SOM, BSPH, SON) campuses. Events supported through this fund must be aligned with the broader goals of the Career Center and be co-branded as a Career Center event open to interested doctoral students and post-doctoral fellows University-wide.

General Guidelines

- Applications can come from either student organizations recognized by the University or groups of students working with Homewood or East Baltimore doctoral programs. Funds are not available to individual students or groups of students unaffiliated with a recognized student group or academic department.
- Student groups must be comprised primarily (though not necessarily exclusively) of doctoral students on the Homewood or East Baltimore campus.
- Funding can be used towards a variety of events that support non-academic careers for doctoral students, including: alumni panels, networking events, travel to employer sites, professional development training, speakers, and other activities upon review.
- Events and programs must be posted within Handshake and be open to doctoral students and post-doctoral fellows in all Hopkins divisions.
- Student groups can submit multiple funding requests, but cannot receive more than \$1000 in funding in any academic year.

Applications will be considered on a rolling basis starting February 5 for the spring semester

Additional guidelines

- Funds will not be allocated for expenses incurred or paid out prior to approval of funds.
- Funds are allocated for and must be used within the current academic year.
- Funds will not be used to refund/purchase any alcohol or tobacco product.
- Funds will not be used to fund politically partisan activities.

Homewood Career Center

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Application Process

Please submit your proposal, along with any supporting materials, via email to the Assistant Director of Doctoral Career Services, Dr. Justin Lorts, at Justin.lorts@jhu.edu. Requests should include:

- Full name and contact information of the applicant(s)
- Name of graduate student organization / department requesting funding
- Date and location of proposed event
- Detailed description of the proposed event, to include the projected number of participants and expected benefits/learning outcomes for those participants.
- A proposed budget
- A proposed marketing plan

All logistics of the programming will be managed by the requesting student group, unless otherwise indicated. Applications will be reviewed approximately every two weeks during the semester.

Students who are awarded funding must submit a summary description of the event (title, time, location and description) for inclusion on Handshake and in the monthly PhD Career Events email/calendar by the 24th of the month preceding the event (i.e. February 24 for an event in March). Following the event, students must submit a list of attendees to Dr. Lorts within two weeks of the date of the event.

Requests will be reviewed on the following merits:

- Alignment of the event's goals to the broader goals of Homewood Career Services
- Number of students / alumni / employers who will be impacted (projected attendance)
- Range of departments and fields represented
- Event's visibility on campus and the strength of the proposed marketing plan
- Availability of funding from other sources
- Extent to which the event is distinct from existing programming on the Homewood and East Baltimore campuses; innovative ideas that break new ground are particularly welcome
- Extent to which the requested funding is needed for the event to take place (i.e., proposals that seek funding for speakers or materials are more likely to be funded than proposals seeking funds for food/refreshments)

If you have questions or wish to discuss your proposal in advance of submission, please email Dr. Lorts at Justin.lorts@jhu.edu.