

## **Graduate Career Accelerator Fund**

The goal of the *Graduate* CAF is to provide financial support for skill-building, networking, and professional development that will support career exploration and education *beyond the academy*. This includes experiential learning (like internships) as well as other career building activities (like joining professional organizations, attending professional conferences, etc.) that can help a student develop valuable skills, professional contacts, expanded understanding of an industry or a career path, and more.

Apply for the Grad CAF [https://osu.az1.qualtrics.com/jfe/form/SV\\_4YHL2WmV9MF0cjs](https://osu.az1.qualtrics.com/jfe/form/SV_4YHL2WmV9MF0cjs)

### **Amount of award**

Recipients, the number of recipients, and amount of support shall be determined in accordance with current guidelines and procedures. The award amounts will be in \$250 increments but will not exceed \$5,000 per recipient.

### **Eligibility**

To be eligible for a Graduate Career Accelerator award, students must be:

- Enrolled as a graduate student in the College of Arts and Sciences -
- In good standing

### **Submission Criteria:**

- Summer 2023 Application Period: February 6 through March 24, 2023 at 11:59pm
- Steps and materials required to complete application
  - Contact Student Financial Aid to understand how the fund would affect your financial aid award package:  
<https://sfa.osu.edu/contact-us>
  - Budget Worksheet: <https://asccareersuccess.osu.edu/media/482>
    - Detailed guidelines on what can and cannot be included in your budget worksheet may be found here:  
[https://asccareersuccess.osu.edu/sites/default/files/2023-02/GRAD%20CAF%20budget%20guidelines\\_2023%20%28003%29.pdf](https://asccareersuccess.osu.edu/sites/default/files/2023-02/GRAD%20CAF%20budget%20guidelines_2023%20%28003%29.pdf)
    - If requesting funds for lost income (see Grad CAF Budget Worksheet for details), Career Success will contact your current employer verifying hourly wage and number of hours lost.
  - Your resume
  - Description of position or activity from organization's website
    - Acceptable documents include (which makes the most sense may depend on your proposed activity):
    - Posting from Handshake
    - Description of position or program from organization's website
    - Letter or email from on-site mentor, supervisor, or leader detailing the primary duties and responsibilities of experience
    - Detailed daily weekly schedule

- A letter of support from a faculty member. The letter should make clear the faculty member's role in relation to your academic work and articulate their support for the proposed activity.
- All other required materials prompted in the application. You may start and save your application, so we encourage you to begin reviewing it soon. Depending on your proposed activity, you may be asked to provide:
  - A letter from an onsite supervisor, mentor or leader detailing the primary duties. Please encourage your supervisor/mentor/leader to use the letter template available here: [https://asccareersuccess.osu.edu/sites/default/files/2021-07/caf-template\\_letter\\_supervisor\\_2021.docx](https://asccareersuccess.osu.edu/sites/default/files/2021-07/caf-template_letter_supervisor_2021.docx)
  - Detailed daily/weekly schedule

Graduate CAF applications are reviewed by a committee of ASC faculty and staff.

**Activities that could be considered for a Grad CAF award include:**

- Low or unpaid internships
- Other experiential learning opportunities like study abroad, volunteering, service-learning, job shadowing
- Career-related skill building experiences like training programs, boot camps
- Networking and professional development like professional organization membership, conference attendance

*Please note:*

- *The award cannot be used to cover expenses from opportunities completed in previous terms.*
- *The Graduate CAF is designed to support experiences and activities that assist graduate students who are investigating or actively pursuing career paths in business, government, or non-profit. Applicants will need to make clear how the proposed activity fulfills that.*
- *Full-time Ohio State employees are not eligible for the award.*
- *Students who received the award during a previous semester are not eligible to apply.*
- *Federal law prohibits students from receiving aid that exceeds the estimated cost of attendance as established by Student Financial Aid. It is your responsibility to contact Student Financial Aid if you are unsure of how the fund would affect your financial aid award package.*
- *Any award of \$2,500 and over will require receipts.*
- *Students who have been placed on academic probation or special-action probation are not eligible for a Grad CAF until removed from probation.*