

## Accessibility Grant Application Instructions

The Accessibility Grant (AG) provides funding for students with self-reported accessibility needs to help cover expenses that may impact their academic and professional development. This grant is designed to assist graduate students by offsetting costs either as an independent grant or in conjunction with the existing Travel and Professional Development Grants.

### Before Applying

Read the Accessibility Grant Webpage for eligibility requirements and review process

Read the [PGSG reimbursement procedures page](#)

Direct any questions related to the AG to the Accessibility Grant Vice Chair at [pgsg.accessibility@gmail.com](mailto:pgsg.accessibility@gmail.com)

### Preparing Your Application

#### Personal Statement

In a concise written report, describe the nature of your accessibility needs and any additional circumstances contributing to your financial need. Your statement should answer the following questions:

1. What specific accessibility needs or challenges do you face, and how does it impact your academic and/or professional activities?
2. What specific expenses do you anticipate related to your accessibility needs, and how will these funds help you overcome those challenges?
3. How do these expenses exceed a reasonable expectation of financial burden?
4. What other support could you receive at this time, and what efforts have you made to request it?
5. What are your academic and career goals, and how does receiving this grant contribute to achieving them?

#### Proposed Budget

Prepare a budget which explains how AG funds will be spent to address the circumstances described in the Personal Statement. Your budget should include the following:

1. Itemized values for each planned purchase, with the cost per day (or per unit) identified
2. A brief description of each purpose and its necessity
3. Your personal contribution or contributions from other support sources, such as your department and any efforts to reduce overall costs.
4. The amount you need the AG to cover

#### Additional Documents

No additional documentation is required to apply for the AG. Please refrain from including any sensitive documents, such as medical diagnoses, in your application. Eligibility for the AG is

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based solely on self-reporting by the graduate student in their personal statement, and a medical diagnosis is not required.

**Application Survey**

Submit all prepared documents in the application Qualtrics survey. Please remember the following:

1. Fill all required sections
2. Upload the Personal Statement and Proposed Budget to the qualtrics form [https://purdue.ca1.qualtrics.com/jfe/form/SV\_b2wJEK5YqX80JNQ]
3. Email the Vice Chair ([pgsg.accessibility@gmail.com](mailto:pgsg.accessibility@gmail.com)) if you have concerns about your submission
4. Respond to any Vice Chair communications asking for additional information or a resubmission

**Application Rubric**

	3 points	2 points	1 point	0 Points
Description of background of financial need (excluding private/undisclosed information)	Easily understood by the reader	Discussed but unclear	Included without discussion	Not included
Budget Justification	All budgeted items match the discussed circumstances and have rationale relating them to the applicant's graduate career	Most budgeted items match the discussed circumstances and have rationale	Some budget items match the discussed circumstances and have rationale	Budgeted items are not relevant to the discussed access needs or no budget given
Professional impact	Description clearly described how the requested funds will impact the applicant's professional or academic career	Some description is given as to how the requested funds will impact the applicant's professional or academic career	Vague description is given or it is unclear how the requested funds will impact the applicant's professional or academic career	No description about the impact the requested funds will impact the applicant's professional or academic career
Cost Reduction and other aid	Efforts are discussed to reduce the costs of budgeted items to a reasonable extent, including seeking additional sources of funding	Ways to reduce the costs of budgeted items are recognized, but the reduction is not possible and/or the discussion of	Vague description of cost reduction efforts and/or the applicant did not make reasonable efforts to reduce costs or	No description of cost reduction or other funding sources are given

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		other funding sources is unclear	seek additional sources of funding	
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