IAEM Scholarship Application Eligibility and Instructions

SCHOLARSHIP ELIGIBILITY AND GENERAL INFORMATION

Purpose

The International Association of Emergency Managers (IAEM) Scholarship Program was established to nurture, promote and develop disaster preparedness and resilience by furthering the education of students studying the field of emergency management, disaster management or a related program. The purpose of the program is to assist the profession by identifying and developing students with the intellect and technical skills that can advance and enhance comprehensive emergency management*.

Who May Apply?

Full-time students pursuing an associate or diploma, bachelor's, master's or doctoral degree in emergency management, disaster management or a closely related field may apply for a scholarship.

Part-time students who are pursuing a master's or doctoral degree in emergency management, disaster management or a closely related field may apply, but must also be involved in the industry by working in the field of emergency management or actively volunteering in the emergency management field.

The scholarship is open to students who are **studying anywhere in the world**.

General Application Information

To apply for this scholarship, please follow these instructions and application tips.

- All applications will be reviewed by Scholarship Commissioners and scored based on the student's academic record, recommendations, essay answers, and involvement in emergency management (for part-time students only).
- The number of awards and the amount awarded varies from year-to-year and is dependent on the donations received during the award year. For a complete list of awards made in previous years visit https://www.iaem.org/Resources/Scholarships/Recipients.
- A special award is given to the undergraduate student with the highest rating by the Commission: The Robert C. Bohlmann, CEM, Memorial Scholarship for Service in Emergency Management.

**Emergency management internationally may be referred to as disaster management or hazard management.

APPLICATION INSTRUCTIONS

- **All materials must be received by 5:00 p.m., EDT, June 12, 2019.** The student is responsible for ensuring the application and all supporting documentation are received by the Scholarship Program by the deadline. The application must be completed, and all supporting documents must be uploaded in the scholarship portal by the deadline.
  - **Application:** Select the application that is appropriate for your program. The student is responsible for determining which application to use.
    - Different undergraduate programs have different requirements for full-time and part-time (i.e., in the U.S., a full-time undergraduate student generally takes 12 hours of study). **There is NO application for a part-time undergraduate student. No awards are given for this category.**
    - There are two graduate applications. The student must apply as a full-time or part-time student, not both. Make sure that the verification form provided by the school for program status matches the form chosen.

  - **Login/Register:** You will be prompted to log in to the IAEM system.
    - If you are a **member**, use your current login and password.
    - If you have **participated in the certification program or attended a conference as a non-member**, you may have a login and password for the system and may use it.
    - If you are a **non-member and do not have previous contact with the IAEM** system, choose, continue to login and then choose register. After you register, you will have a login and password assigned.

  - **Supporting Documentation Uploads:** Supporting documentation may be added during the original application process, or you may re-enter the system until the deadline to upload documents.
    - **Upload During Original Application Submittal:** Near the bottom of the application, use the file submittal system to add documentation. Choose the type of document being uploaded (Essay, Award, Enrollment Verification, Employer/Volunteer Leader Verification, Faculty Verification, Recommendation, Transcript), make sure the file is named per the file naming protocol (explained below), choose the document, and upload.
    - **Upload After Submission of Original Application:** To add documentation after submitting the original application, visit the IAEM website (www.iaem.org) and choose login from the top grey menu. (If you forget your password, select "retrieve password." Under "Members" choose "My Scholarship Applications."

- Questions should be submitted to Program Director Dawn M. Shiley at shiley@iaem.com or call 703-538-3542.

SUPPORTING DOCUMENTATION INSTRUCTIONS

- **Official Transcript:** The registrar or school official responsible for monitoring student progress (or grades and enrollment) may send the original transcript with official seal or a secure link may be provided for download. An applicant must provide at least one term of grades in the program of study. The download link should be emailed to shiley@iaem.com. The document should be mailed to Dawn Shiley, Scholarship Program Director, IAEM, 201 Park Washington Ct., Falls Church, VA 22046, USA. Staff will upload the document to the application in the student's portal.

- **Enrollment Verification:** A student enrollment verification must be provided by the registrar or institution official responsible for maintaining enrollment in the program. The verification should indicate whether the student is a full-time or part-time student. This is NOT the transcript. Many registrars have a standard form for this verification. Others send a short letter verifying full-time or part-time enrollment. This form or letter may be given directly to the student to be uploaded in the portal or emailed or mailed to Scholarship staff using the instructions on page 5. IF YOU ARE UPLOADING THIS FORM, NAME THE FILE USING THIS FORMAT**: Applicant Last Name_Enrollment_Verification.pdf**.

- **References/Recommendations:** The applicant must provide **at least** three references. It is up to the applicant to decide if they want to solicit additional references. Successful applications usually have references not only from faculty members but also from community leaders or representatives from related work or volunteer activities.
    - Students may upload references provided directly to them. The reference letters uploaded by students must include contact information for the individual providing the reference. The individual may be contacted for verification.
    - IF YOU ARE UPLOADING REFERENCES, NAME THE FILES USING THIS FORMAT**: Applicant Last Name_Reference1.pdf**, **Applicant Last Name_Reference2.pdf, etc.**
    - If the person providing the reference prefers to send it directly to the Scholarship program, they may be emailed or submitted by mail using the instructions on page 5.

- **Faculty Form:** All students must have one faculty member complete the faculty form. The same individual should provide one of the letters of recommendation. The student may upload this form, or it may be submitted via email or mail by the faculty member using the instructions on page 5. IF YOU ARE UPLOADING THE FACULTY FORM, NAME THE FILE USING THIS FORMAT**: Applicant Last Name_FacultyForm.pdf. Note:** Only one faculty form is required per application.

- **Employer/Volunteer Form (Part-time Graduate Application Only):** A part-time graduate student must have their employer or supervisor at the volunteer organization where they are active complete the Employer/Volunteer Leader form. The same individual should provide one of the letters of recommendation. The student may upload this form, or it may be submitted via email or mail by the person completing the form using the instructions on page 5. IF YOU

ARE UPLOADING THE EMPLOYER/VOLUNTEER LEADER FORM, NAME THE FILE USING THIS FORMAT: **Applicant Last Name_Employer-VolunteerForm.pdf.**

- **Resume (Part-time Graduate Application Only):** A part-time graduate student must provide their resume. Please use the following format to name the file: Applicant Last Name_Resume.pdf.

- **Description of Major:** The description of the applicant's major/program and course descriptions should be supplied by sending a link to the program description on the institution website.

- **Awards Received:** The applicant should provide a list of previous awards received and include proof of each award. The proof may be a copy of a certificate, newspaper article, letter of congratulations, page from an awards program, or other official notification. You may upload multiple documents. Choose the Award category for each document uploaded. The file name for the list of awards should be: Applicant Last Name_Award List.pdf. It is preferred that documentation for awards listed be combined into one file and named: Applicant Last Name_Awards.pdf. If combining the documentation into one file is not possible, provide separate files for each award on the award list and name files using the following protocol: Applicant Last Name_Award1.pdf, Applicant Last Name_Award2.pdf, etc.

ESSAY INSTRUCTIONS

- Each application contains two essay questions. Do not combine the essay questions into one essay. They must be answered separately.

- Determine the essay questions to be answered by you for your application, by reviewing the Application Checklist appropriate for your application. All checklists are available at https://www.iaem.org/about/scholarship/application.

- Do not exceed the word limit per essay question. The Commission is looking for concise and descriptive answers to the questions. Each essay should be between 1,000 and 1,500 words.

- Use 12-point type and one-inch/2.5-centimeter margins. Please double-space the text. This format is approximately 300 words per page.

- Begin each essay on a new page.

- Students are encouraged to document their sources using a standard professional style guide.

- Save the essay files in the following format: Applicant Last Name_Essay1.pdf and Applicant Last Name_Essay2.pdf.

- Upload the essays in the portal. This may be done with the original application, or you may revisit the portal prior to the deadline to submit the essay.

INSTRUCTIONS FOR SUBMITTAL OF DOCUMENTATION VIA EMAIL OR US MAIL

- Supporting documentation not provided directly to the student to be uploaded into the Scholarship Portal, may be sent mailed or emailed to IAEM staff to arrive by the deadline. Any documents received by staff will be uploaded in the application portal on the student application.

    - Email documents to shiley@iaem.com.
    - Mail documents to Dawn Shiley, Scholarship Program Director, IAEM, 201 Park Washington Ct., Falls Church, VA 22046, USA.