



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.
- A special award is given to the part-time graduate student with the highest rating by the Commission and funded by IAEM-Canada: Samuel Henry Prince IAEM Scholarship.

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

APPLICATION INSTRUCTIONS

- **All materials must be received by 11:59 p.m., CDT, July 15, 2020.** The student is responsible for ensuring the application and all supporting documentation are received by the Scholarship Program by the deadline. Materials should be uploaded in the portal or emailed to shiley@iaem.com. The application is completed in the online application portal.
- 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. Send the transcript to shiley@iaem.com.
- 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.
- 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 mailed to arrive by the deadline or provided directly from the Registrar to IAEM via email to shiley@iaem.com.
- The applicant must provide **at least** three letters of recommendation. It is up to the applicant to decide if they want to solicit additional letters. Successful applications usually have recommendations not only from faculty members but also from community leaders or representatives from related work or volunteer activities. Recommendations may be submitted online by the student in their application portal or emailed to shiley@iaem.com. If it is to be emailed, the student is responsible that recommendations are submitted on time.
 - One letter of recommendation for all students must be from a faculty member. The purpose of this letter is to verify that the student is successfully working toward their degree in the school's program of study and that the student merits consideration for a scholarship based on the interactions with the faculty member writing the recommendation.
 - A part-time graduate student must have a recommendation from their employer/volunteer service supervisor. This letter should provide information about

the work/volunteer work the student does for the employer/organization, including the approximate hours per month worked, and how the student has benefitted the organization/employer.

- A part-time graduate student must provide their resume.
- The description of the applicant's major/program and course descriptions may be supplied by inserting the link to the program description in the application survey, or scanning and submitting pages from the school catalog.
- Questions should be submitted to Program Director Dawn M. Shiley at shiley@iaem.com or call 703-538-3542.

ESSAY INSTRUCTIONS

- Each application contains two essay questions. Do not combine the essay questions into one essay. They must be answered separately.
- 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. The text should be double-spaced. 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: Last Name_Essay1.pdf and Last Name_Essay2.pdf.
- Essays should be submitted by uploading in the application portal.