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, who are also 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 are 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.
- **All documentation uploaded into the online scholarship portal should be in .pdf format.**

✦ **All materials must be received by 11:59 p.m., EDT, June 13, 2022.** The student is responsible for ensuring the application and all supporting documentation is received by the Scholarship Program by the deadline. Materials should be uploaded in the portal when the documents are available to the student or emailed to dawn@iaem.com when an outside party must submit. Instructions for each document type are below. The formal application is completed in the online application portal.

✦ The student is responsible for determining which application to use. The application is located on the main application page on the IAEM website in the Scholarship section (https://www.iaem.org/2022-scholarship-app.)

- 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 the program status matches the application-type chosen.

✦ Students must use the application checklist for their application type (located at https://www.iaem.org/2022-scholarship-app) to determine what supporting documentation is required. **The supporting documentation does not have to be uploaded while the application is started but must be uploaded before the application deadline. Complete the application and supply available documentation to start the process.**

✦ To add **supporting application documentation**, visit www.iaem.org and log in using your login and password. (If you are not a member, you will create a login and password when you begin your application.) Visit the Dashboard from the main menu and select "My Scholarship Applications" from the side menu to add additional documents. Use the instructions below to understand how to gather and submit those documents.

✦ 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 or email link to dawn@iaem.com.

✦ 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 dawn@iaem.com.

✦ The applicant must provide **at least** three letters of recommendation. **It is very important to read the application checklist to determine who to solicit for letters. The checklist defines (per application type) what is required.** 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 dawn@iaem.com. If it is to be emailed, the student is responsible to ensure recommendations are submitted on time.

✦ A part-time graduate student must provide their resume.

✦ The description of the applicant's major/program may be supplied by inserting the link to the program description in the application survey. If there is no link, the student may scan and submit pages from the school catalog in the application portal.

✦ An applicant may enhance their application by providing information about academic or emergency management/disaster management awards earned. A list of awards should be created and named using the following format: **LastName_AwardList.pdf**. This file should be uploaded into the application portal. For all awards listed, please also upload documentation demonstrating proof of the award. Proof may be a copy of a certificate, picture, letter, article, or other similar record. Files should follow the format: **LastName_Award1.pdf, LastName_Award2.pdf, etc**.

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

ESSAY INSTRUCTIONS

✦ Essay questions for each application type are found in the corresponding application checklist at https://www.iaem.org/2022-scholarship-app. Download the checklist to review the questions and follow the instructions below to submit your essays.

✦ 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 and should be submitted in English.

- ✦ Use 12-point type and one-inch/2.5 centimeter margins. The text should be double-spaced. This format is approximately 300 words per 8.5" x 11" or A4 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.