



2024 IAEM Part-Time Graduate Student Scholarship Application Checklist

In addition to submitting the formal application, **all** documentation listed below must be provided to the Scholarship Commission for the application file to be complete. Items may be uploaded to the Scholarship Portal by the student applicant or be sent directly to the Scholarship Program from the institution or references **per the Scholarship Application Instructions**. Student applicants are responsible for ensuring that the Scholarship Program receives all required documentation by the **deadline of 11:59:59 p.m. EDT, May 20, 2024**.

- Student verification from the University Registrar.
- Official transcript (must be emailed to dawn@iaem.com from the Registrar or a secure link for the document to be downloaded provided to dawn@iaem.com).
- Resume
- At least three reference letters - **one reference must be from a university faculty member and one must be from an employer/volunteer leader.**
 - *Faculty letter should verify that you are in the program and document your success.*
 - *Employer/Volunteer leader letter should provide information on how many hours per month you work/volunteer and how the student has benefitted the organization/employer. Information on how the organization/employer relates to emergency management will enhance the letter.*
- Two essays responding to the questions below. **Be sure to follow the instructions for submitting the essays in the Application Instructions.**
 1. Describe the importance of strategic planning in emergency management and explain how emergency management professionals can use strategic planning to ensure an effective and coordinated response to disasters.
 2. Compounding disasters are becoming more frequent as the overall number of disasters increases. For example, during the COVID-19 pandemic, emergency managers had to simultaneously respond to wildfires, hurricanes, and civil unrest, all while managing the pandemic. How can emergency managers better plan for responding to and recovering from compounding disasters?
- List of awards (optional – be sure to list each award and provide a backup to demonstrate receipt).