IAEM Scholarship Application Eligibility and Instructions

Please review all application instructions prior to applying for an IAEM scholarship. Questions may be directed to IAEM Scholarship Program Director Dawn M. Shiley, CAE, at dawn@iaem.com.

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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 program aims 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, and who also are involved in the industry by working or actively volunteering in the field of emergency management.

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

GENERAL APPLICATION INFORMATION

- Scholarship Commissioners will review all applications and score 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 depend 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.

APPLICATION INSTRUCTIONS

- **DEADLINE: All materials must be received by 11:59 p.m. EDT, May 20, 2024.** The applicant is responsible for ensuring the Scholarship Program receives the application and all supporting documentation by the deadline.

- **SUBMITTING DOCUMENTATION**: 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 submits them. *Instructions for each document type are below.* **All documentation uploaded into the online scholarship portal should be in .pdf format.**

- **FORMAL APPLICATION**: 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/2024-scholarship-application).

  - **Undergraduate programs** have different requirements for full-time and part-time (i.e., in the U.S., a full-time undergraduate student generally takes a minimum of 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.
  - **Ensure that the school's verification form for the program status matches the application type chosen**.
  - To start an application, complete the online application and supply any available documentation. You will need to log in to complete the application. If you are a non-member and have never participated in an IAEM event, you can create a login during the process. Non-members who have previously had a login may retrieve their account by choosing to "retrieve password."

- **DETERMINING NEEDED DOCUMENTATION**: Students must use the application checklist for their application type (located at https://www.iaem.org/2024-scholarship-application) to determine the required supporting documentation. **The supporting documentation does not need to be uploaded when the application is started but must be uploaded before the application deadline.**

- **ADDING DOCUMENTATION TO APPLICATION**: To add supporting application documentation to an active application, visit www.iaem.org and log in using your login and password. 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.

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

INSTRUCTIONS FOR SPECIFIC REQUIRED DOCUMENTS

- **OFFICIAL TRANSCRIPT**: The registrar or school official responsible for monitoring student progress (or grades and enrollment) must email the official transcript or provide a secure link for download. An applicant must provide at least one term of grades in the program of study. Send the transcript or secure link to dawn@iaem.com.

- **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 should be emailed to dawn@iaem.com.

- **LETTERS OF RECOMMENDATION:** The applicant must provide **at least** three letters of recommendation. **It is very important to read the application checklist to determine whom 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. The student may submit recommendations online in their application portal or request that they be emailed to dawn@iaem.com. If a recommendation is emailed, the student is responsible for ensuring it is submitted on time.

- **RESUME (PART-TIME GRAD STUDENT-ONLY):** A part-time graduate student must provide their resume. **Full-time students should NOT provide a resume as it is not part of the process and will be removed.**

- **DESCRIPTION OF MAJOR/PROGRAM**: The description of the applicant's major/program may be supplied by inserting the link to the program description in the application survey. The student may scan and submit pages from the school catalog in the application portal if there is no link.

- **AWARDS:** Applicants 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. Please also upload documentation demonstrating proof of the award for all awards listed. Proof may be a copy of a certificate, picture, letter, article, or other similar records. Files should follow the format: **LastName_Award1.pdf, LastName_Award2.pdf, etc**.

ESSAY INSTRUCTIONS

- Essay questions for each application type are found in the corresponding application checklist at https://www.iaem.org/2024-scholarship-application. Download the checklist to review the questions and follow the instructions below to submit your essays.

- The use of Artificial Intelligence (AI) will disqualify the application. The work must be the applicant's original thought.

- Each application contains two essay questions. Do **NOT** combine the essay questions into one essay. They must be answered separately. Essays should be submitted in separate files.

- 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 in a new file.

- Students should 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 to the application portal.