



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.

TABLE OF CONTENTS

PURPOSE	- 2 -
WHO MAY APPLY?	- 2 -
GENERAL APPLICATION INFORMATION	- 2 -
APPLICATION INSTRUCTIONS	- 3 -
■ DEADLINE	- 3 -
■ CREATING AND SUBMITTING AN APPLICATION.....	- 3 -
■ FORMAL APPLICATION	- 3 -
■ DETERMINING NEEDED DOCUMENTATION	- 3 -
■ QUESTIONS	- 3 -
INSTRUCTIONS FOR REQUIRED DOCUMENTS	- 4 -
■ OFFICIAL TRANSCRIPT	- 4 -
■ ENROLLMENT VERIFICATION	- 4 -
■ LETTERS OF RECOMMENDATION.....	- 4 -
■ RESUME (PART-TIME GRAD STUDENT-ONLY)	- 4 -
■ AWARDS AND TRAINING:.....	- 4 -
ESSAY INSTRUCTIONS	- 5 -
IAEM SCHOLARSHIP AI POLICY	- 5 -

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 in emergency management, disaster management, or related programs. The program aims to assist the profession by identifying and developing students with the intellect and technical skills needed to advance 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 are also 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 them based on the student's academic record, recommendations, essay responses, and involvement in emergency management (for part-time students only).
- The number of awards and the amount awarded vary yearly 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 the IAEM-Canada: Samuel Henry Prince IAEM Scholarship.

APPLICATION INSTRUCTIONS

- **DEADLINE:** All materials must be received by 5:00 p.m. EDT, May 31, 2026. The applicant must ensure the Scholarship Program receives the application and all supporting documentation by the deadline.

- **CREATING AND SUBMITTING AN APPLICATION** - *Instructions for each document type are below.*
All documentation submitted 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/2026-scholarship-application>).
 - **Undergraduate programs** have different requirements for full-time and part-time students (e.g., in the U.S., a full-time undergraduate student generally takes at least 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 chosen application type.**
 - To start an application, complete the online application, select the appropriate application, and fill in the required fields. Sign the form following Adobe's instructions. This is an important first step as it will alert staff to create a folder for your application and materials that will be emailed, as collected.

- **DETERMINING NEEDED DOCUMENTATION:** Students must use the application checklist for their application type (located at <https://www.iaem.org/2026-scholarship-application>) to determine the required supporting documentation. **The supporting documentation must be provided using the instructions below for each document type. Documents must be submitted as separate files, but can be submitted in one email, if preferred.**

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

INSTRUCTIONS FOR REQUIRED DOCUMENTS

- **OFFICIAL TRANSCRIPT (READ! IMPORTANT!):** 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 full-time or part-time. **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. It may be sent by the student or registrar.
- **LETTERS OF RECOMMENDATION:** The applicant must provide **at least** three letters of recommendation. **Reading the application checklist to determine who to solicit letters from is very important. The checklist defines (per application type) what is required.** It is up to the applicant to decide whether 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 via email or request that they be emailed to dawn@iaem.com by the person writing the recommendation. If a recommendation is emailed by another person, 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 not be used.** Resumes are emailed to dawn@iaem.com.
- **AWARDS AND TRAINING:** Applicants may enhance their application by providing information about academic or emergency management/disaster management awards earned or completed training. All awards and training should be related to emergency management. Applicants must provide this as one .pdf document. The first page should include a list of all awards and training. Subsequent pages should include certificates or other proof of the award or training. EMI transcripts are preferred over EMI certificates.

ESSAY INSTRUCTIONS

- Essay questions for each application type are found in the corresponding application checklist at <https://www.iaem.org/2026-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. See the AI policy below.
- 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. Begin each essay in a new file.
- 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 font 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.
- Students should document their sources using a standard professional style guide (e.g., APA, MLA, or Chicago)
- Save the essay files in the following format: **Last Name_Essay1.pdf** and **Last Name_Essay2.pdf**.
- Essays should be submitted via email to dawn@iaem.com.

IAEM SCHOLARSHIP AI POLICY

AI tools are widespread and can be effective aids for high-level writing, such as a scholarship essay. The tools that assist in sharpening grammar, catching misspellings, and drawing the author's attention to structural issues like passive voice (Grammarly, TrinkaAI, Hemingway Editor, etc.) do not change the context of the author's statements, arguments, and citations. Use of these tools is considered standard professional practice and is not prohibited in the application process, provided the final essay reflects unique and original thought and synthesizes credible resources cited appropriately.

Generative AI tools (ChatGPT, Claude, Google Gemini, Perplexity AI, etc.) function differently. Once a person enters a prompt into a generative tool, the tool will create a summary that in no way reflects the original thought of the person entering the prompt. These tools are known to cite nonexistent and non-credible resources, in addition to producing writing with unique abnormalities. The use of these tools represents an overt violation of academic integrity. All essay submissions will be subject to an AI and originality scanning tool.

By submitting an essay to the IAEM Scholarship Program, the applicant consents to having their materials scanned for AI misuse and plagiarism.