

ARMA International Educational Foundation (AIEF)

2009 Graduate Level Scholarship

The ARMA International Educational Foundation (AIEF) has established a scholarship program to encourage development of the international records and information management community with an appropriately educated records and information management workforce.

GRADUATE LEVEL SCHOLARSHIP

A Scholarship of \$3000 will be awarded annually, in the summer, to a full-time student entering the second year of a graduate records and information management program or equivalent library science or archival studies program which contains a significant number of records management and information courses at a recognized university or a college leading to a Masters degree or equivalent.

Eligibility and Application Process

Any student enrolled in a recognized graduate program who:

1. Provides evidence of the intention to continue with the second year of such a program;
2. Submits an outline of the courses and related papers completed in the first year;
3. Submits evidence of being a member in good standing of ARMA International or another nationally or internationally recognized information management association;
4. Provides evidence of having attained a grade average of 80% or a B average or higher in the first year of their graduate degree program as indicated by the submission of an official transcript;
5. Prepares a 1000 or more word research essay which thoroughly explores an aspect of records and information management studies. If deemed appropriate by the AIEF, further agrees to allow the AIEF to publish the essay;
6. Agrees to the terms and conditions of the Scholarship;

7. Submits one hard copy of a letter of application, the documentation indicated above and three letters of reference from individuals able to comment on the applicant's academic performance, involvement or interest in the records and information management community and leadership abilities;

8. Applications are due by the end of June of 2009 and are to be submitted to:

Preston W. Shimer, FAI
Foundation Administrator
ARMA International Educational Foundation
1609 Terrie Drive
Pittsburgh PA 15241
USA

For further information, visit the Foundation Website

<http://www.armaedfoundation.org/scholarship1.html>

Adjudication

The applications will be adjudicated by a committee of three Trustees of the AIEF, a member of the Board of Directors, ARMA International, and one non- Board or Trustee member drawn from the academic community. In addition, at least one member shall be a records or information management professional residing outside of the United States. A majority of the members voting for one applicant will be needed for the award to be made.

The scholarship will be announced on the AIEF Web site and at the 2009 ARMA International Conference following the determination of the award.

If, in the opinion of the adjudication committee, no applications received in a given year warrant an award, none will be given in that year. At this time a maximum of one scholarship will be awarded in any given year.

Payment

Payment will be made in two equal instalments, at the beginning of each education term. Each check will be sent to the collegiate institution to which the successful applicant is attending within 15 days of receipt of a letter from the head of the relevant studies program indicating that the student has commenced full-time studies. Failure to submit such letters within 30 days of beginning of each term will result in the forfeiture of the scholarship.

Records

All records relating to the adjudication, except the name and address of the recipient and the student essay, are destroyed one year after the final payment is issued.

OTHER SCHOLARSHIPS, FELLOWSHIPS, AWARDS, AND PRIZES

From time to time and due to a variety of circumstances including untimely or tragic death, planned giving or regular or one time donations, the AIEF may create scholarships, awards, or prizes which are suitable to the circumstances. These may be of varying duration depending on the level of funding and may be through the AIEF or in partnership with others, including, but not limited to records and information management education programs, and records and information management institutions, organizations and associations.

FUNDING

The AIEF will seek funding to support its scholarships, fellowships, awards and prizes as they are developed. The Foundation will establish a specific budgetary process to document such funding.

Funding will be sought from:

1. ARMA International donations
2. ARMA Chapter donations
3. Raffles and Drawings at Chapter functions and the annual ARMA International Conferences
4. Corporate donations
5. Memorial giving
6. Living wills
7. Partnerships
8. Other resources as appropriate

For additional information, contact: Preston W. Shimer, FAI
Foundation Administrator
ARMA International Educational Foundation
1609 Terrie Drive
Pittsburgh PA 15241
USA
412-221-1736
Admin@armaedfoundation.org