



# Utah Chapter NIGP Chapter Scholarship Program

**Purpose:** To assist chapter members seeking to further their career in public procurement and/or assist members with professional development who actively participate in furthering the goals of the Chapter.

## APPLICATION INSTRUCTIONS

### Eligibility Requirements

In order to be eligible for this scholarship program, you must meet ALL of the following criteria:

1. Be a current Utah Chapter NIGP member in good standing (67% attendance);
2. Be enrolled in an accredited private or public college or university in a procurement/supply management or business-related degree program\*, or registered for a procurement related course or webinar, or registered for the UPPCC exam in pursuing national certification or recertification, i.e. CPPB or CPPO.
3. Be registered to attend the 2019 NIGP Forum, in person or virtually
4. Use the scholarship in the calendar or school year in which it is awarded. Should scholarship money not be used within the year, please discuss with a Board Member.

**Note:**

**No Board member, no person on the selection committee, and no person related to such individuals shall be eligible for a grant.**

### About the Application

Members interested in applying for consideration for a scholarship award of up to \$500 under this program are required to submit a completed application packet as stated below.

All application questions need to be completed in their entirety and submitted along with the requested documentation to be eligible. Failure to submit a complete application package will result in the application not being considered and will **disqualify** the applicant from further consideration for that scholarship award period. All documentation submitted with an application package shall become the property of the Utah Chapter NIGP and shall be held confidential.

It is recommended that all information be typed to assure legibility of the application. If you need more space for your responses, so indicate and attach an additional sheet of paper with your additional responses. An electronic copy of the application form can be obtained by visiting the chapter's web site at [www.nigputah.org](http://www.nigputah.org). Scholarships are not transferable to another person.

### Award Submission Date and Notification

Applications will be accepted from May 8 to June 21, 2019. They are to be submitted to the following address and received no later the June 21, 2019:

Utah Chapter NIGP - Scholarship Program  
c/o Honors & Awards Committee  
PO Box 571962  
Murray, Utah 84157

The notification of the scholarship award winner(s) will be announced within 60 days of the submission deadline by written notice. In addition, the award winner(s) will also be formally announced at the chapter's September meeting, to which the recipient will be invited. All decisions of the chapter board are final.

**Note:** If an awarded scholarship cannot be used, recipient shall notify the Chapter President immediately and the funds will be made available to another applicant, time permitting.

\* Acceptable Procurement Related Programs: Business (general), Purchasing/Supply Management, Marketing, Supply Chain Management, Logistics, Materials Management, Distribution, Transportation, Operations Management or Public Administration.

### Thank you for taking an interest in the Utah Chapter NIGP – Procurement Scholarship Program!

*The Utah Chapter - NIGP does not discriminate against applicants on the basis of race, sex, age, handicap, veterans status, national origin, religion or political affiliation.*

# Application Packet

The following documentation shall be submitted as part of the application packet:

1. A one-page typewritten essay, see "Scholarship Essay" below for the specifications.
2. Submit a current resume reflecting professional experience, education, affiliations with professional organizations, any professional purchasing certifications or awards.
3. A. For degree programs, submit a transcript and/or documentation from an institution of higher learning reflecting acceptance, and coursework taken or to be taken leading to a career path in procurement.  
B. For NIGP or other procurement training courses, or certification program submit a confirmation of registration form and documentation outlining the course you are taking or which certification you are pursuing. At the end of the course, submit a copy of your certificate of attendance or exam receipt. Non-attendance shall require the refunding, to the chapter, of the amount awarded. Failure to reimburse the chapter will result in the member being ineligible for future scholarships

## Scholarship Essay

The essay is to be formatted according to college/university standards, i.e.: content structured in a flowing and concise manner; grammatical, spelling, and punctuation errors minimized. Include footnotes for reference purposes. The essay shall consist of a one-page, approximately 400 words, type-written document outlining the following:

1. Your career objectives to include your short and long-range academic and professional goals. How you will obtain them and how your goals are related to the purchasing and supply chain management profession;
2. How the scholarship will be used to advance your career objectives;
3. Summarize any activity you have had in any professional procurement organization to include offices held or committees served on;
4. Tell us why you should be selected as a recipient of this scholarship.
5. List the name, date, and deadline of the course or event for which you will use the grant.

## Application Evaluation Process

A scholarship review panel consisting of Utah Chapter NIGP members shall be appointed to review all applications and make award recommendations to the Chapter Board. They will check each application for completeness and rank them using the following criteria;

1. Overall demonstrated professional development need of the applicant.
2. Applicant's demonstrated commitment to the field of public procurement.
3. Relationship of the degree or courses to the field of public procurement, if applicable.
4. Applicant's standing with the local chapter, i.e. attendance & participation in the past year (67%)

Scholarship(s) may or may not be awarded each year at the discretion of the Utah Chapter's Executive Board based upon available funds or other commitments.

## Application Checklist

_____ Scholarship Application Form – Completed	_____ Scholarship Essay – one pages maximum
_____ Resume	_____ Support Documentation: Transcripts or
_____ Packet Submitted before June 21st deadline	_____ Course or Certification Registration



# Utah Chapter NIGP Chapter Scholarship Program APPLICATION FORM

This application must be accompanied by the information listed on the Application Instructions and Checklist. Once completed, the packet should be mailed to the following address:

Utah Chapter - NIGP Scholarship Program  
C/o Scholarship Committee  
PO Box 571962  
Murray, Utah 84157

Applications for this Scholarship Award are accepted from May 8 to June 21, 2019. To be submitted and received no later than June 21, 2019.

(Please Type or Print)

Your Name: \_\_\_\_\_ Time period for which applying: \_\_\_\_\_

Professional Organization Membership Status: (Check all that apply) Amount applying for: \$\_\_\_\_\_ (Up to \$500)

Current NIGP National Member: National Membership as of: \_\_\_\_\_

Current Utah Chapter - NIGP Member  Other \_\_\_\_\_ as of \_\_\_\_\_  None of the above

Course/Webinar Sponsor or College/University Name: \_\_\_\_\_

Your Current Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Contact Phone # \_\_\_\_\_ E-Mail: \_\_\_\_\_

Years of Related Work Experience: \_\_\_\_\_ Current Position: \_\_\_\_\_

I witness here by that the information provided in this application is correct and accurate. I will also provide proof of completion at the end of the course or period applied for. I further agree to see that the chapter is repaid the amount of the grant to the extent that I do not use it for its intended purpose.

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Date