APPENDIX L
NIGP Scholarship Program

The NIGP Scholarship Programs were established to provide scholarships to NIGP members pursuing formal education as well as those wishing to enhance their professional careers through continuing education.

Academic Scholarship:

This program is for:

1) Students enrolled in an accredited college or university program leading to an academic degree in, or related to, one of the following fields of study: purchasing/procurement, materials management, supply chain management, inventory control, specifications development, contract administration, and contract negotiations; or

2) Students enrolled in an accredited college or university program leading to an Executive Certificate.

Students must be enrolled in a full-time program leading to a college degree or Executive Certificate or a part-time program of purchasing related courses.

Academic scholarship funds are paid directly to the accredited college/university.

Professional Development Scholarship:

This program is for those individuals who are interested in enhancing their professional development via:

- NIGP and/or NIGP Chapter Affiliate training;
- Governmental-sponsored training;
- Non-credit college/university courses;
- UPPCC certification application and testing fees; or
- Other supply chain training offered by another provider

NIGP members (to include student members) are encouraged to participate in these scholarship opportunities to obtain financial assistance to continue their formal education and/or professional development training in the procurement profession.
Award Amounts

The NIGP Scholarship Program provides financial support for either academic education or professional development opportunities. Based on fund balances in the Scholarship Fund, NIGP may allocate a maximum of $20,000 per NIGP’s fiscal year in any combination of academic education or professional development opportunities.

To ensure that awards can be provided to candidates each quarter, the Committee should target total awards of $5,000 for each quarter; with an understanding that the Committee has the discretion to award more or less than $5,000 during any one quarter.

NIGP Scholarship Program Requirements

In order to be eligible for a scholarship, the individual requesting the award must meet ALL of the following basic criteria:

For the Academic Scholarship:

- Be enrolled in, or accepted to, an accredited private or public university in a procurement, business or business-related degree program or Executive Certificate program;
- Be a NIGP member (to include student members) as of the date the application is submitted; and
- Have not received either scholarship in the previous two (2) consecutive scholarship years under this program.

The course for which funds are requested for an Academic Scholarship must be for college credit.

For the Professional Development Scholarship:

- Be a NIGP member (to include student members) member as of the date the application is submitted; and
- Have not received either scholarship in the previous two (2) consecutive scholarship years under this program.

Uses of funds requested for a Professional Development Scholarship are as defined above.
General Instructions

The applicant must follow all guidelines and instructions as outlined in this document to be eligible for an award. The submission deadlines are as follows: March 31, June 30, September 30, and December 31st at Midnight Eastern time.

Only complete scholarship applications will be forwarded to the NIGP Scholarship Task Force for consideration.

Application Evaluation Process

A Scholarship Review Panel consisting of three (3) members from the NIGP Scholarship Committee shall be appointed by the Scholarship Committee Chair to review all applications and make award recommendations. The Panel shall review and evaluate each complete application using the following criteria:

For the Academic Scholarship:

1. Overall demonstrated financial need of the applicant.
2. Applicant’s demonstrated commitment to the field of public purchasing.
3. Relationship of the degree or course to the field of public purchasing.
4. Compatibility of the degree or course to the applicant’s career objective.

For the Professional Development Scholarship:

1. Overall demonstrated financial need of the applicant.
2. Applicant’s demonstrated commitment to the field of public purchasing
3. Compatibility of the professional development to the applicant’s career objective.

The NIGP Scholarship Program does not discriminate against applicants on the basis of ethnic background, race, color, gender, creed, age, sexual orientation, national origin, disability, or veteran status.

About the Application

Individuals interested in applying for a scholarship under this program are required to submit the online application at www.nigp.org comprised of the information outlined below. All application components must be completed in their entirety. Failure to submit a complete application will disqualify the applicant from further consideration for that scholarship award period. All
documentation submitted with an application shall become the property of the NIGP Scholarship Program and shall be held confidential.

Award Submission Date and Notification

Applications will be accepted until midnight, Eastern time, on the deadline for submission as identified in the General Instructions section. The applications will then be reviewed by NIGP staff for completeness and eligibility. All eligible applications will be forwarded to the Scholarship Committee Chairman for distribution to and consideration by the Review Panel. Decisions regarding awards will be made by the Review Panel within thirty (30) days of the submission deadline, and the awardees will be notified in writing of the Review Panel’s decision. The deliberations of the Review Panel are confidential and final.

NIGP Scholarship Application Instructions

The following components must be included with the application for consideration:

Brief statements outlining the following

- Your career objective to include your long-term and short-term academic and/or professional goals, how you will obtain them, and how they are related to your future goals in public procurement;
- How the scholarship will be used to advance your career objectives;
- Why you should be selected as a recipient;
- How you have demonstrated commitment to the field of public procurement through NIGP, your NIGP Chapter, and/or any other procurement-related organization.
- A summary of self-development that describes your development as a public procurement professional including, but not limited to:
  - Work experience in the field of public procurement
  - All independent study, both academic and vocational,
  - Professional certifications, and
  - Participation in other organizations.