NIGP Scholarship Program Requirements

In order to be eligible for a scholarship program, 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 an NIGP National member (to include student members) and/or NIGP Chapter member as of the date the application is submitted; and
- Have not received a scholarship in the previous two consecutive scholarship years under this program.

For the Professional Development Scholarship:
- Be an NIGP National member (to include student members) and/or NIGP Chapter member as of the date the application is submitted; and
- Have not received a scholarship in the previous two consecutive scholarship years under this program.

General Instructions

The applicant must follow all guidelines and instructions as outlined in this document to be eligible for an award. The designated scholarship application will be forwarded to the NIGP Scholarship Committee on a quarterly basis. The submission dates are as follows: March 31, June 30, September 30 and December 31st. All required documentation must be present upon submission of the application. If ANY of the documents described below are missing, the application will be returned to the applicant and will not be considered during that award period.

Application Evaluation Process

A Scholarship Review Panel consisting of three members from the NIGP Scholarship committee shall be appointed to review all applications and make award recommendations. The Panel shall review each application for completeness and rank the complete applications 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 race, sex, handicap, age, veteran status, national origin, religion or political affiliation.*

**About the Application**

Individuals interested in applying for a scholarship under this program are required to submit a completed application comprised of the information outlined below. All application components need to be completed in their entirety and submitted along with the requested documentation to be eligible. 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. It is recommended that all information be typed to assure legibility of the application. An electronic copy of the application can be obtained by obtaining by visiting NIGP’s web site at [www.nigp.org](http://www.nigp.org).

**Award Submission Date and Notification**

Applications will be accepted up until midnight on the submission dates as identified in the General Instructions section. The applications will then be forwarded to the Review Panel for consideration. Decisions regarding awards will be made within 30 days of the submission deadline, and the awardees will be notified in writing of the Review Panels decision. The deliberations of the Review Panel are confidential, and final.

**NIGP Scholarship Program**  
Attention: LES Staff Liaison  
151 Spring Street  
Suite 300  
Herndon, Virginia 20170-5223

**NIGP Scholarship Application Instructions**

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

**Scholarship Award Essay:**

A typewritten essay outlining the following (not to exceed three pages):

- Your career objective to include what your long and short academic and professional goals are, how you will obtain them, and how they are related to your future goals in the purchasing and materials management (PM) profession;
- How the scholarship; grant or loan will be used to advance your career objectives,
- Why you should be selected as a recipient.
• A summary of self-development that describes your development as a PM professional. Include all independent study, both academic and vocational, professional certifications, and participation in other organizations.

All essays are to be formatted according to college/university standards such as: content is structured in a flowing and concise manner; grammatical, spelling, and punctuation errors are minimized; and visual presentation is appealing. Bibliography or footnotes are to be used for reference purpose if applicable.

**Resume**
Submit a current resume reflecting professional experience, education, affiliations with professional organizations or any professional purchasing certifications.