GUIDELINES

DEFINITIONS:

Chapter Board of Directors ............................................................ Board
Washington State Chapter of NIGP Member................................. Member
Scholarship Committee.................................................................. Committee
Scholarship Program ..................................................................... Program
Scholarship Program Administrator ............................................... Administrator
Washington State Chapter of NIGP ............................................... Chapter

SCHOLARSHIP PROGRAM:

The Chapter has established a Program for the purpose of assisting individual Members who are interested in furthering the development of their purchasing and material management skills and professionalism that may otherwise be unable to do so. Scholarship(s) must be used for professional development at a Chapter-sponsored seminar/conference or attendance at other training that is reviewed and recommended to the Board by the Committee and approved by the Board. A scholarship may not be applied toward the cost of a past event or accomplishment.

QUALIFICATIONS:

1. Individual must be a paid and active Member-and in good standing for at least one (1) year prior and in the current year to receive a scholarship award.
2. Applications must be submitted by the established deadline(s).
3. Members may apply for multiple scholarships; however, only one (1) scholarship per year will be awarded to a Member.
4. Members that have received a scholarship award from the Chapter may not apply for a new scholarship for a period of two (2) years from the date of scholarship award.
5. A maximum of two (2) scholarships shall be awarded in any given Chapter calendar year to Members who are employed by the same agency.
6. A single scholarship shall be paid for either the full or partial registration fee or the applicant’s full or partial travel expenses, but not both.
7. Scholarships recipients cannot transfer their scholarship to another person, but the Committee can reassign unused scholarships.
8. No member of the Committee may be considered for a scholarship during that member’s term of service on the Committee.

APPLICATION PROCESS:

Applicants are required to submit a complete application package. Failure to submit a complete application package shall disqualify the applicant. Applicants must complete and submit their application to the Administrator no later than 30 days in advance of the scheduled event or the deadline date established by the Committee. If the applicant is employed, the application must be signed by the applicant’s immediate supervisor. The applicant may provide additional supporting documentation that the applicant believes would assist the Committee in their evaluation of the complete application package. The Administrator will arrange for the Committee to review and evaluate applications received. All applicants shall be notified in writing of the Committee’s decisions. Scholarship winners will be announced as soon as practicable after selection. The announcement will identify the scholarship type(s) and the winner(s).

SCHOLARSHIP SELECTION CRITERIA:

The Committee will review all scholarship requests and award a scholarship based on the following criteria:
1. **Financial Need Statement (Pass/Fail)** – The request shall provide a statement of the need for financial assistance. The statement should state that the requestor and/or their agency, due to lack of funding, is unable to pay for the event. All applicants must provide this information. If the applicant is employed, the Financial Need Statement requires the acknowledgement from the applicant’s direct supervisor. Scholarship funds will only be used for expenses that are not covered by other reimbursements from the employer or other granting sources. Applicant must note in their Financial Need Statement all other payments or reimbursements to be received from any other sources.

2. **Professional Procurement Goals (40 points)** – Applicant shall submit information that lists their goals in the procurement profession and how they view their membership in the Chapter will help them to obtain their goals.

3. **Training (40 points)** - Applicant shall state how the training they are applying for will help them to obtain their professional development and goals.

4. **Contributions to the Procurement Profession and/or the Chapter (20 points)** – Applicant shall provide examples of contributions the individual has made to the procurement profession and/or Chapter. Examples of these contributions are, but not limited to:
   - Serving on the Chapter Board or committees
   - Serving as an officer, committee member or task force member involved in public procurement (e.g., NIGP, ISM, PNPPA, etc.)
   - Writing policies or procedures for effective and efficient public procurement
   - Writing and sharing of training materials and articles
   - Development of websites for posting public contract opportunities
   - Development of electronic procurement system
   - Serving as a speaker at a purchasing-related function

There are a total of 100 points possible. Scholarships for each training event are limited to one. Awards will be based on the highest score. In the case of a tie, the winning applicant will be determined by a drawing of the names of the tied applicants. Race, creed, color, national origin, gender, age, or the employment status of the applicant (other than within public purchasing) will not be considered in awarding scholarships.

**PAYMENT PROCESS:**

Scholarship payments shall be paid for either the full or partial registration fee or the applicant’s full or partial travel expenses, but not both. The applicant shall designate which form of reimbursement they are applying for on the application. The amount of the payment will not exceed funds available.

1. **Registration Fee**: Shall be held in the Chapter funds and paid directly to the seminar coordinator by the Chapter Treasurer upon successful completion of the seminar.

2. **Travel Expenses**: Expenses may include payment of mileage, lodging and per diem. Request for payment along with supporting documentation shall be provided on an approved travel expense form to the Scholarship Administrator for review and approval and, once approved; the Scholarship Administrator will forward the approved travel form to the Chapter Treasurer for payment. Mileage shall be based on the US Internal Revenue Service (IRS) mileage rate in effect at the time the travel was performed. The per diem shall be based on the Federal government per diem for the city where the training was conducted and in effect at the time of training. If meals are provided as part of the seminar, the cost of the meals shall be deducted from the per diem. The first day of travel shall be paid at the full per diem amount, with the last day of travel being paid at a rate of 50% of the per diem rate. The Scholarship Administrator is responsible for ensuring the proper mileage and per diem rates are paid for travel expenses. A member of the Scholarship Committee shall review all forms and documentation prior to payment and, along with the Scholarship Administrator, shall approve and sign the appropriate forms.

**APPEALS:**

Written appeals must be submitted to the Administrator within 14 days of the date on the Committee’s written letter of decision notification. The Administrator or designated Committee member will present appeals to the Board for a decision. Decisions by the Board will be final.
Washington State Chapter of NIGP
Scholarship Program

SCHOLARSHIP APPLICATION  (Revised 06/26/13)

APPLICANT INFORMATION

Name: ___________________________ Certifications: ___________________________

Position/Title: ___________________________

Agency: ___________________________

Mailing Address: ___________________________

City: ___________________________ State: ___________ Zip: ___________

Phone: ___________________________ Fax: ___________________________ E-Mail: ___________________________

ASSISTANCE REQUESTED

Applying For (Name of Class): ___________________________

Date(s): ___________________________ Location: ___________________________

Assistance Requested (Only One Selection Allowed): _____ Registration _____ Travel Reimbursement

Amount Requested: $ ____________ (May be awarded in whole or in part dependent upon availability of funds.)

Applicant’s Signature: ___________________________ Date: ___________________________

SUPERVISOR’S CERTIFICATION & SIGNATURE (REQUIRED)

“As the Applicant’s supervisor, I certify our agency is unable to fund Applicant’s funding request for the named event.”

Supervisor Signature: ___________________________ Date: ___________________________

Print Supervisor’s Name & Title: ___________________________

Phone: ___________________________ Fax: ___________________________ E-Mail: ___________________________

Submit completed form to: Ginny Justiniano, CPPB
WA-NIGP Scholarship Committee Administrator
Sound Transit
401 S Jackson St
Seattle WA 98104
Phone: 206-903-7361; ginny.justiniano@soundtransit.org
Fax: 206-689-3339

The Scholarship Committee will review your application. The Scholarship Committee Administrator will notify you in writing of the Scholarship Committee’s decision. The Chapter will not issue payments directly to Members unless prior authorization has been approved for reimbursement requests. Members must provide registration information or travel reimbursement information.

Approval Date: _______________ Scholarship Administrator Signature: ___________________________

Not Approved: _______________ Reason for Non-Approval: ___________________________

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Washington State Chapter of NIGP
Scholarship Program Application (Revised 4/08)
SCHOLARSHIP APPLICATION INFORMATION

The following information is required. Applicants can provide the information below or on an attached sheet. No more than two pages are requested. The applicant may provide additional supporting documentation that the applicant believes would assist the committee in their evaluation of the complete application package. Please type, print, or write clearly:

1. **Financial Need Statement (Pass/Fail)** – The statement should state that the requestor and/or their agency, due to lack of funding, is unable to pay for the event and must note all other payments or reimbursements to be received from any other sources.

2. **Professional Procurement Goals (40 Points)** – Applicant shall submit information that lists their goals in the procurement profession and how they view their membership in the Chapter will help them to obtain their goals.

3. **Training (40 Points)** – Applicant shall describe how this scholarship for training will help them to obtain their professional development and goals.

4. **Contributions to the Procurement Profession and/or Chapter (20 Points)** – Applicant shall provide examples of contributions the individual has made to the procurement profession and or Chapter. See Examples listed on Page 2 of this form.