

# P.E.O. SCHOLAR AWARDS PROCEDURES AND GENERAL INFORMATION



## POLICY GUIDELINES

### I. PURPOSE

P.E.O. Scholar Awards are one-time competitive, merit-based awards for women of the United States and Canada who are either pursuing a doctoral level degree or are engaged in postdoctoral research at an accredited college, university or institution. In addition to recognizing and encouraging excellence in higher education, these awards provide partial support for study and research for women who will make significant contributions in their varied fields of endeavor. Priority is given to women who are well established in their programs, study or research.

### II. ELIGIBILITY

A woman is eligible for nomination by a local chapter if she:

- is a citizen of the United States or Canada at the time of her nomination;
- at the time the award payment is made (August 1), is within two years of her graduation date and has a least one full academic year of work remaining to complete her doctoral level degree or postdoctoral research;
- is enrolled full-time in her program at an accredited college, university or institution;
- demonstrates academic excellence and seriousness of purpose;
- has clearly defined career objectives.

The applications of individuals who satisfy these eligibility criteria will be evaluated on a nondiscriminatory basis without consideration of race, national origin, religious affiliation or disability.

### III. AWARDS

The P.E.O. Scholar Awards are given once each year for the ensuing academic year. Each is a significant monetary award that will provide partial support for a year's study. The number and amount of the awards are determined each year in accordance with the funds available.

Awards to Canadian women will be paid in Canadian dollars. The only exception will be if the Canadian recipient attends a U.S. university and incurs expenses in U.S. dollars, then payment may be in U.S. dollars if requested by the recipient.

## NOMINATION PROCEDURE

### I. NOMINATION

Nominations for the P.E.O. Scholar Awards are made only by local chapters. The chapter should be familiar with the academic status and accomplishments of the nominee and be satisfied that she meets the criteria for eligibility. When feasible, a personal interview with the potential nominee is encouraged. The local chapter should advise the nominee of the Conditions of Acceptance for the P.E.O. Scholar Awards (see Conditions of Acceptance).

### II. POLICIES

Nomination policies to be followed by the local chapters include:

- No information regarding the P.E.O. Scholar Awards may be placed on the website of any college or university.
- In identifying candidates, no formal pre-application process shall be used.
- Local chapters may not request from their nominees official transcripts or written recommendations. These documents are part of the confidential review process between Scholar Awards Board of Trustees and the applicant.

### III. CHAPTER APPROVAL

Chapter approval is granted by a majority voice vote at a regular or special meeting.

### IV. SUBMISSION OF THE NOMINATION FORM AND CHAPTER LETTER

The Chapter Nomination Form is available on the P.E.O. website. The local chapter completes the online nomination form and submits it with a one page letter detailing their knowledge of the nominee.

Nominations are accepted from August 20 through November 20. The nominating chapter will receive an email notification when the application packet is sent.

## APPLICATION PROCESS

### I. APPLICATION MATERIALS

Following receipt of the chapter's online submitted nomination form, the P.E.O. Scholar Awards office emails the application package directly to the nominee.

### II. COMPLETION OF THE APPLICATION

The nominee is responsible for completing the Application Packet and returning it in its entirety to the P.E.O. Scholar Awards office by the individually designated due date. Questions by the nominee with regard to the application process should be directed to the P.E.O. Scholar Awards office at 515-255-3153 or [psa@peodsm.org](mailto:psa@peodsm.org). The P.E.O. Scholar Awards office notifies the applicant upon review of her application.

### III. DUE DATE FOR COMPLETED APPLICATION

Each nominee is given forty-five days to complete the application. The individual nominee's due date will appear on her application form.

## ANNOUNCEMENT AND PRESENTATION OF THE AWARDS

P.E.O. Scholar Awards are announced by May 1 each year.

Letters are sent to all applicants, to their nominating chapters, and their state chairmen. Certificates of Award are sent to the P.E.O. Scholars following formal acceptance of the award. Certificates of Recognition are sent to presidents of state, provincial, and district chapters for presentation to the P.E.O. Scholars' nominating chapters. The monetary award is sent directly to the scholar in two installments, on August 1 and in early February, upon receipt of the first progress report, which is due no later than January 31.

## CONDITIONS OF ACCEPTANCE

To receive a P.E.O. Scholar Award, an applicant must agree to:

- devote full time to pursuing a doctoral level degree or postdoctoral research during the year of the award and to maintain a high level of scholarship; Scholars will be required to submit proof of full-time enrollment.
- make no changes in her field of study without notifying the P.E.O. Scholar Awards board of trustees;
- submit brief narrative progress reports promptly at the end of each semester to the P.E.O. Scholar Awards board of trustees;
- honor, as schedule permits, reasonable requests to speak to gatherings of P.E.O. members;
- use funds provided for necessary expenses incurred while pursuing a doctoral level degree or engaged in postdoctoral research; and
- provide a headshot photo as specified, by July 1<sup>st</sup>.

## RESPONSIBILITIES OF THE LOCAL CHAPTER

If a nominee of a local chapter is selected to receive a P.E.O. Scholar Award, the chapter is encouraged to keep in touch with her and offer encouragement.

**NOTE: For policies on Endowed and Named Awards, see the PSA Website.**