



# *P.E.O. Scholar Awards — 2012-2013*

## **POLICIES, PROCEDURES AND GENERAL INFORMATION**



**P.E.O. Scholar Awards** are one-time, competitive, merit-based awards for women of the United States and Canada who are **pursuing a doctoral level degree** at an accredited college or university. 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.

### **I. ELIGIBILITY**

- A. A woman is eligible for nomination by a local chapter if she:
  - is a citizen of the U.S. or Canada at the time of her nomination;
  - is within two years of her graduation date and has at least one full academic year of work remaining to complete her doctoral level degree at the time the award payment is made (August 1). Those in a “Medical Scholars Program” pursuing both an M.D. and a Ph.D. must be within two years of completing the entire program;
  - is enrolled in her program at an accredited college or university. She can be part-time at the time of nomination, but must devote full-time during the year of the award (see Conditions of Acceptance).
- B. A woman is **not** eligible for Scholar Awards support for a:
  - master’s degree
  - certificate program
  - residency, fellowship, specialization, postdoctoral research position, etc. (if you’re not sure, ask!)
- C. A woman is not eligible for a Scholar Award if she will be employed full-time during the year of her award.
- D. The applications of individuals who satisfy these eligibility criteria will be evaluated on a nondiscriminatory basis without consideration of race, age, national origin, religious affiliation, disability or P.E.O. connection.

### **II. THE AWARD**

- A. P.E.O. Scholar Awards are one-time, competitive, merit-based awards; priority is given to women who are well established in their programs, study or research.
- B. P.E.O. Scholar Awards are given once each year for the ensuing academic year. Each is a significant monetary amount 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.
- C. P.E.O. Scholar Awards are announced by May 1 each year. Letters regarding awards are sent to both successful and unsuccessful nominees, with copies to local nominating chapters and state, provincial, and district (s/p/d) Scholar Awards chairmen.
- D. Certificates of Award are sent to the P.E.O. Scholars following formal acceptance of the award.
- E. Certificates of Recognition as a **Laureate Chapter\*** are sent to presidents of s/p/d chapters for presentation to the P.E.O. Scholars’ nominating chapters. (\*see a description of the Laureate Chapter program on the PSA website).
- F. Awards are paid to the recipient in two installments. The first payment is mailed upon receipt of the student’s confirmation of enrollment. The second payment is mailed upon receipt of the student’s first progress report, which is due no later than January 31.
- G. 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.

### **III. LOCAL CHAPTER NOMINATION PROCEDURE**

- A. Nominations for the P.E.O. Scholar Awards are made only by local chapters, using the online nomination form at: [www.peointernational.org](http://www.peointernational.org)
  - 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).
- B. 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 nominees, 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 nominee.

- C. Chapter approval is granted by a majority voice vote at a regular or special meeting.
- D. Submission of Nomination and Chapter Letter
  - Nominations are accepted from August 20 through November 20.
  - The online nomination form and submission instructions are available on the P.E.O. website [www.peointernational.org](http://www.peointernational.org)
  - The local chapter completes the Online Nomination Form and electronically attaches a one-page letter detailing their knowledge of the nominee.
  - The nominating chapter will receive an email notification when the application materials are sent to the nominee.
- E. Chapter Responsibility
  - 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.
  - Chapters are encouraged to support the Scholar Awards project financially.

#### **IV. NOMINEE'S APPLICATION PROCESS**

- A. Application Materials  
Upon receipt of the Chapter Nomination Form and letter, online instructions and a link to the application are sent to the nominee from the P.E.O. Executive Office.
- B. Completion of the Application  
The nominee is responsible for completing the Application Packet and submitting it 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 nominee upon review of her application.
- C. Due Date for the Completed Application  
Each nominee is given forty-five days to complete the application. The nominee's due date will appear on her application form.
- D. Application Files
  - A file is assembled for each nominee and is retained in the P.E.O. Scholar Awards office.
  - Completed application packets are sent electronically to each of the three Scholar Awards trustees.
  - Each trustee evaluates each application packet independently of the other two trustees.
  - Evaluations are compared and final decisions are made when the trustees meet at the P.E.O. Executive Office in March.
- E. Basis for Evaluation
  - The nominee's proposal.  
Research based nominees are asked to describe their research, including an overview of their project, their methodology, the source of their data, the significance of the project, and other information of relevance, including findings, patents, etc.  
Professional program nominees (i.e.: M.D., D.V.M., J.D., etc.) are to write an essay about the significance of their chosen field, and any experiences, research projects, etc. related to the field that will help differentiate them from their peers.
  - Potential to make significant contributions in their varied fields of endeavor or for a positive impact on society.
  - Recommendations from three university professors or advisers.
  - Evidence of scholarly activities – publications, presentations, patents, performances, etc.
  - Academic awards and honors – honor societies, scholarships, etc.
  - Academic record – grades.
  - Career objectives.
  - Unique academic and global experience.
- F. Notification  
All nominees will be notified of their award status by May 1.

#### **V. CONDITIONS OF ACCEPTANCE**

- To receive a P.E.O. Scholar Award, a prospective Scholar must agree to:
- A. devote full time to pursuing a doctoral level degree during the year of the award and to maintain a high level of scholarship; students must be enrolled for the number of graduate credit hours required by their universities to be full time, or be enrolled for dissertation credits if in the dissertation phase of degree work. Scholars will be required to submit proof of this enrollment;
  - B. make no changes in her field of study without notifying the P.E.O. Scholar Awards board of trustees;
  - C. submit a brief progress report or exit interview promptly at the end of each semester to the P.E.O. Scholar Awards board of trustees;
  - D. honor, as schedule permits, reasonable requests to speak to gatherings of P.E.O. members;
  - E. use funds provided for necessary expenses incurred while pursuing a doctoral level degree; and
  - F. provide a headshot photo as specified, by July 1.