



IMA Scholarship Program 2017-2018 Awards Call for Submissions

IMA Memorial Education Fund (MEF) Scholarships

IMA® (Institute of Management Accountants) student members who **have not previously received an IMA MEF Scholarship** are eligible to apply for the MEF-sponsored scholarships. Scholarships are available for undergraduate and graduate students, and selected individuals will be awarded scholarships ranging from \$1,000 to \$2,500.

Stuart Cameron & Margaret McLeod Memorial Scholarship (SCMS)

One applicant from the scholarship application pool will be awarded the prestigious Stuart Cameron and Margaret McLeod Memorial Scholarship in the amount of **\$5,000**. This award is sponsored by the Stuart Cameron McLeod Society (SCMS).

The SCMS Scholarship winner will receive complimentary registrations for IMA's Annual Conference & Expo (in June) and IMA's Student Leadership Conference (in November). In addition, the winner will receive a maximum of \$1,000 for the combined cost of lodging and transportation to attend both events.

The SCMS scholarship recipient will be required to participate in the parent chapter, at the council level, or the national level as a prerequisite to receive this award (see method of disbursement/post-acceptance requirements).

Category Classifications

Undergraduate Student Category

An undergraduate student is required to hold the necessary credited hours that identify him/her as an undergraduate both in the year that he/she applies for the award and in the year that he/she will be receiving the funding from IMA. This means that the applicant is carrying a minimum of **six credited hours** for both terms of the current academic year (Fall 2017-Spring 2018) and will be carrying **six credited hours** in the upcoming academic year (Fall 2018).

Graduate Student Category

A student applying for an IMA scholarship under the graduate category must study in a management accounting post-undergrad program in the upcoming academic year and may either:

- Hold the necessary credited hours that define him/her with senior status at an undergraduate level and is expecting to graduate prior to the commencement of the next academic year or
- Be a current graduate student who will be continuing in a graduate program in the upcoming academic year.

The applicant is required to maintain **six credit hours** for both semesters during the current year (Fall 2017-Spring 2018) and in the year that he/she will receive funding from IMA (Fall 2018).

Eligibility

- Full- and part-time students are encouraged to apply (must carry at least six credits per semester).
- Scholarships are awarded to students who are studying at accredited institutions.
- **Applicant must be an IMA Student member. Membership number must be included on the application form.**
- The applicant needs to have expressed the intent of pursuing a career in management accounting, financial management, or information technology.
- A minimum cumulative GPA of 3.0 is required among all institutions attended throughout the applicant's undergraduate/graduate academic career.
- Additionally, students will be requested to sit for at least one part of the CMA Exam before the completion of the fall term 2018.



Submission Process

Failure to follow instructions will eliminate an application from consideration.

1. All documents must be submitted in English.
2. The applicant will provide:
 - The completed application form, including applicant signature. **Note: handwritten applications will not be accepted.**
 - A one-page resume including (as appropriate) a summary of the applicant's employment record, leadership activities, extracurricular activities (sports, clubs, and volunteer participation), and other information pertinent to the application.
 - Official university transcript(s) with school seal and enclosed in a sealed envelope from current and all previous institutions attended (or arrange for transcript submission from the school(s). The transcript(s) must include all grades for all terms and for all institutions attended. Graduate students are required to submit official copy of their undergraduate work, inclusive of all courses and grades earned. Incomplete or unofficial transcripts will automatically disqualify the applicant.
 - Two Recommendations. Acceptable references include:
 - Each recommendation **MUST** be accompanied by a recommendation form provided with scholarship application (additional pages can be included if necessary). Recommendation must be in a sealed envelope with the reference's signature across the seal.
 - Current or past employer that can ascertain the applicant's abilities related to his/her chosen career (preferred)
 - Current or past professor(s) whose course(s) relates to the student's declared major, or
 - A letter from an IMA member who can comment on the candidate's technical knowledge, leadership skills, and participation within IMA (member's IMA number is required).
 - (Maximum two-page) written statement from the candidate expressing:
 - Reasons for applying for the scholarship
 - Reasons why the applicant deserves the award
 - Specific contributions to IMA
 - Ideas on how the applicant will promote awareness of IMA and CMA certification, and
 - Applicant's career goals and objectives.

The deadline for receipt of application submission, supporting documentation, and transcripts must be postmarked by **March 10th, 2018**

Application and supporting documentation are to be mailed to:

IMA
10 Paragon Drive, Suite 1
Montvale, NJ 07645
Attention: Kerry Butkera - MEF/SCMS Scholarship Program
Or
E-mailed to research@imanet.org. Subject line to note MEF/SCMS

Questions about the scholarship program can be e-mailed to kbutkera@imanet.org



Selection of Award Winners

All candidates will be considered equally with no bias to race, creed, or background and will be judged independently on the basis of the applicant's ability to meet the criteria as outlined in this document. If, for some reason, a selected individual declines his/her award or becomes ineligible, an alternate candidate will be selected to receive the award. Two alternates will be selected in each category in the event that this circumstance takes place.

Decisions for the awarding of scholarships are based on:

1. Academic merit
2. IMA participation
3. Quality of applicant's presentation
4. Strength of recommendations.

Disbursement/Post-Acceptance Requirements

The **MEF Scholarship** winners will receive their awards in July/August. The payment is contingent upon receipt of:

1. Copy of the recipient's spring 2017 transcript.
 2. Proof of registration for fall 2018 classes.
- Additionally, students will be requested to sit for at least one part of the CMA Exam before the completion of the fall term 2018.

The **SCMS Scholarship** winner will receive two installments of \$2,500 each: one in the fall and one in the spring. The winner will also receive complimentary registration to IMA's Student Leadership Conference and IMA's Annual Conference & Expo and a maximum of \$1,000 toward the cost of travel and accommodation for these events.

1. Copy of the recipient's fall 2018 transcript.
2. Proof of registration for spring 2019 classes.

The SCMS scholarship winner is required to show proactive involvement in the local IMA parent chapter (e.g., regular attendance at chapter meetings or participation in Board meetings), council (e.g., attendance at council meetings or Leadership Training Seminar/council-sponsored educational meetings), or national level (e.g., service on a global committee.)

Announcement of Winners: On or before May 1, 2018.



Application Form

Name: _____

Mailing Address: _____

City: _____ State _____ Zip: _____

School Phone: _____ Home Phone: _____

E-mail: _____

IMA Membership Number: _____

School: _____

Scholarship Type (Check One):

Undergraduate Student _____ Graduate Student _____

Current Status (Check Appropriate): Full Time _____ Part Time _____ Number of Credits _____

Major Field of Study: _____ Expected Date of Graduation: _____

Overall GPA (Grade Point Average): _____ Major Course Work GPA: _____ (i.e., 3.5/4.0)

Applicant's signature acknowledges he/she has read the instructions and requirements for the scholarship program and the IMA Statement of Ethical Professional Practice. The IMA Statement can be read [here](#).

Applicant's Signature: _____ Date: _____



IMA Memorial Education Fund Scholarship Recommendation Form

This section MUST be completed by the applicant

Applicant's Name: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ E-mail: _____

Applicant Privacy Law and Waiver: I, _____, hereby authorize to release information he or she may have about me and release them from any liability and responsibility in doing so. I understand that such a report may contain information about my personal reputation, background, and character.

Signature: _____ Date: _____

This section to be MUST be completed by the evaluator:

Please complete the information requested on both sides of this form.

IMA kindly requests that all responses to questions be typed or word processed for ease of review.

Please enclose this form in the envelope provided with the application, seal it, and sign your name across the seal on the envelope flap. The applicant will submit your recommendation with the scholarship application.

If you are an IMA® (Institute of Management Accountants) member, please include your membership number in the space provided: _____.

Evaluator's name (please print): _____.

Based on your knowledge of his/her abilities, please evaluate the applicant as fairly as you can in each of the following categories by placing an X in the appropriate box below the scale at the top.

Please ensure that your written recommendations support the ratings noted below.

	Area	Average 40-60%	Above Average 60-75%	Good 75-90%	Outstanding 95-100%	Truly Exceptional	Unable To Judge
1.	General academic ability						
2.	Analytical skills						
3.	Verbal skills						
4.	Written communication skills						
5.	Self-discipline						
6.	Initiative						
7.	Self-confidence						
8.	Motivation						
9.	Creative Qualities						
10.	Maturity						
11.	Sense of humor						
12.	Likes to be challenged						
13.	Managerial potential						
14.	Leadership potential						
15.	Commitment to community service						



IMA Memorial Education Fund (MEF) Scholarship Recommendation Form – 2 Recommendations Needed

Applicant's Name: _____

1. How long and under what circumstances have you known the applicant?

2. How would you rate your experience with the applicant when compared to those of his/her peers in similar circumstances? _____

3. Please comment on the applicant's personal integrity. _____

4. Please comment on the applicant's leadership skills, including problem solving, managing conflict, innovation, and peer mentoring. _____

5. Please comment on the applicant's principal strengths. _____

6. Please comment on the applicant's principal development needs.

7. Please provide any additional comments that can help IMA evaluate the applicant's candidacy for a national scholarship and accompanying recognition. _____

Evaluator's Signature: _____

Name (Please Print or Type): _____

Position/Title: _____

Address: _____

Telephone: _____

E-mail: _____