



Engineering Graduate Student Council



COLUMBIA | ENGINEERING

The Fu Foundation School of Engineering and Applied Science

500 West 120th Street, 530 Mudd, New York, NY 10027

Professional Development Scholarship Program Solicitation and Application

Program Description:

In keeping with the highest ideals of the EGSC, the Professional Development Scholarship Program awards outstanding graduate students in The Columbia University Fu Foundation School of Engineering and Applied Sciences (SEAS) a monetary scholarship intended to defray expenses for their academic and professional endeavors. Additionally, the EGSC hopes to broaden the impact of individual students in the SEAS community to reach diverse audiences and benefit the Columbia community. This award retains no citizenship requirements for eligibility, consistent with our desire to offer this award to all qualified graduate students in the SEAS community.

Application Deadline:

Please refer the EGSC website (<http://egsc.seas.columbia.edu>) for application deadlines. In case of any questions, contact the Treasurer of EGSC at treasurer@egsc.columbia.edu or the President of EGSC at president@egsc.columbia.edu

Every effort should be made to submit applications in anticipation of expenses; in special circumstances, applications may be considered for reimbursement of expenses already incurred (at the discretion of the EGSC Executive Committee). For expenses occurring January 1st through May 31st, applications should be submitted by the Spring funding deadline. For expenses occurring June 1st through August 31st, applications should be submitted by the Summer funding deadline. For expenses occurring September 1st through December 31st, applications should be submitted by the Fall funding deadline.

All applications must be complete and submitted to the EGSC treasurer (treasurer@egsc.columbia.edu) by the appropriate deadline to be considered for funding. Any applicants requiring further clarification of program requirements should contact the EGSC treasurer sufficiently ahead of time; incomplete applications will NOT be considered.

Eligibility:

This award carries no citizenship requirements. Eligible recipients must be current graduate students (M.S., Ph.D., or M.S. leading to Ph.D.) enrolled full-time and in good academic standing in SEAS. Special consideration will be given to applicants who display financial need and/or show evidence of

self-support. Members of the EGSC executive board are NOT eligible to receive funding during their tenure.

Applicants are limited to one application per academic year. Winning applicants are not eligible to receive a similar scholarship in subsequent years. Students whose applications are not selected to receive funding are eligible to apply in subsequent years, although resubmission of identical applications is discouraged. Applicants found to be submitting expenses in duplicate to other funding programs for reimbursement may be disqualified, and no longer eligible for funding in subsequent years.

Anticipated Award Amount:

Applicants may request up to \$1000 per application. The final award amount and the number of awards per semester will be decided by a committee comprising representatives from EGSC and the Graduate Student Affairs office.

Any unused funds are non-transferrable, and may not be used for expenses unrelated to those explicitly stated in the funded application. Please note that original receipts and proof of acceptance/attendance (if applicable) are required in order to be eligible for reimbursement.

Application Preparation:

Applicants will be evaluated on three major components: (1) EGSC Scholarship Application, (2) Student Scholar Statement, and (3) Curriculum Vitae. For conference or summer school travel, applicants should additionally include confirmation of acceptance into the program.

EGSC Scholarship Application: This document may be found on the EGSC webpage.

Student Scholar Statement: The Student Scholar Statement provides applicants the opportunity to describe in entirety the intended use for the scholarship, and how the applicant intends to disseminate the acquired knowledge back to the SEAS community. The statement should encompass how the funds will be used, the merit of the proposed project in the context of SEAS and EGSC ideals, how the scholarship will benefit the awardee (academically and/or professionally), and the broader impacts of the proposed project to the SEAS community. Competitive applications will seek to disseminate knowledge to the SEAS community upon completion of the project. The statement should be no more than two pages; they should be written using standard 8.5" x 11" page size, 12-point, Times New Roman font, 1" margins on all sides, and must be single spaced or greater.

Evaluation:

Applications submitted to this scholarship program will be subject to Panel Review, and evaluated holistically for completion of the three major components (see Application Preparation). The review panel will consist of members representing different governing bodies at SEAS, namely the Dean's Office, Graduate Student Affairs Office, and the EGSC Executive Board. Applications chosen to receive funding will receive notification via email shortly after the submission deadline. EGSC will not notify applicants who were not chosen to receive funding.

EGSC Professional Development Scholarship Application

It is the applicant's responsibility to submit a completed application before the term deadline. This application is subject to the rules and guidelines set forth on the EGSC website.

Section I.

What are the conference / program dates? _____

What will be your current status on the dates listed above?

☐ Masters Student ☐ Ph.D. Student

Will you be a Full-time student on the dates listed above?

☐ Yes ☐ No (Ineligible)

Are you in good-academic standing? (See [Here](#))

☐ Yes ☐ No (Ineligible)

Name: _____

School: _____

Graduate Program: _____

Campus Address: _____

Mailing Address: _____

E-mail Address: _____

Section II.

Have you previously received an EGSC scholarship?

☐ Yes No

If yes, when and for what amount were you awarded the scholarship

Have you applied for travel funding from any source other than EGSC?

Please itemize your anticipated allowable expenses. Be as specific as possible. You may attach an additional sheet if necessary. See EGSC guidelines for details on permitted expenses. (i.e. - EGSC will not reimburse for food / alcohol expenses incurred during travel).

Item Description	Unit Cost

TOTAL \$ _____

Describe your efforts to reduce costs (Include alternate quotes where applicable):

Section IV. To be completed by all applicants

I affirm that all the above information is true and correct. I have read the guidelines and requirements and understand that it is my responsibility to abide by them. I understand that an incomplete or illegible application will be rejected. I understand that final reimbursement is conditional and subject to verification of expenses via original receipts, to international tax agreements, to EGSC paperwork deadlines, and to final approval. I also declare that if any of the above information changes between now and reimbursement, I will notify members of the EGSC Executive Committee immediately.

Applicant's Signature: _____ Date: _____

Applicant's Name: _____

Section V. To be completed by the recommending faculty member

I recommend that the student named above be considered for an EGSC Professional Development Scholarship to cover expenses related to academic and professional development, and confirm that, to my knowledge, the above information is accurate and complete.

Signature: _____ Date: _____

Name: _____

Position: _____

School and Department: _____