

# Kerrigan Memorial Scholarships

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The James J. Kerrigan Memorial Scholarship Program awards scholarships to children of Merck employees for undergraduate study at accredited colleges or universities in the United States.



The James J. Kerrigan Memorial Scholarship Program was established by the Board of Directors in 1956 to provide financial assistance to children of Merck employees as a memorial to James J. Kerrigan, who was President of Merck from 1950 to 1955. Scholarships range from **\$2,000 to \$5,000** for undergraduate study at accredited colleges or universities in the U.S.

## STEP-BY-STEP GUIDE

### Step 1

#### REVIEW ALL THE INFORMATION ON THIS PAGE

Be sure to read the questions and answers at the bottom of this page that detail how this program works.

### Step 2

#### APPLY THROUGH THE INTERNATIONAL SCHOLARSHIP AND TUITION SERVICES (ISTS)

The student should go to the [International Scholarship and Tuition Services, Inc. \(ISTS\) site](#)

o register. Complete the:

- **Scholarship Questionnaire** in the online profile. Once completed, login information will be provided for the secondary school principal or guidance counselor, so they can complete the secondary school section. Their information will be added to the student's online profile.
- **Financial Aid (PROFILE) Form**. Financial aid information will be requested from those selected as recipients.

## Step 3

### CONTACTS ISTS FOR ASSISTANCE

For assistance, contact ISTS Customer Care at 855-670-ISTS (855-670-4787), Monday – Friday 9 a.m. to 6 p.m. ET.

### Q AND A

#### 1. Who is eligible to apply?

Applicants must meet all of the following criteria to be eligible for this scholarship:

- Be a high school senior.
- Be a child of an active, retired or deceased Merck & Co. employees

No exceptions will be made.

**Note:** If the parent/guardian is an eligible employee at the time the applicant is notified that they have been selected to receive an award, the student will retain the award for the full academic term. Dependents of Merck & Co. officers are not eligible.

#### 2. When is the application period and deadline?

The application window open is open from the 2nd Monday of October through the 3rd Friday of January. Recommendations must be completed by the deadline to result in a complete application.

#### 3. Should my child submit all of my information before they request a

Recommendation?

10. The applicant should request a recommendation as early as possible to insure there is sufficient time for the recommendation to be submitted by the deadline.

11. What are the selection criteria?

An independent selection committee will evaluate the applications and select the recipients considering:

- Community involvement
- Essay content
- Academic achievements and records
- Recommendations

Decisions of the selection committees are final and are not subject to appeal. No application feedback will be given.

12. What are the details of the award?

- Ten scholarships in the amount of \$5,000 each will be awarded and are renewable for up to three years as long as the recipient continues to meet the eligibility requirements.
- Thirty scholarships in the amount of \$2,000 each will be awarded and are not renewable.
- Financial need will determine which amount is awarded. Financial documentation will be required if selected as a recipient.
- The scholarships will be applied to tuition, fees, books, supplies and equipment required for course load at accredited, nonprofit two- or four-year colleges/universities in the United States.
- Students may transfer from one institution to another and retain the award.

13. Which school should my child list on the application if they have not made a final decision?

The applicant should list their first choice on the application.

14. Can my child change the college choice?

es. The applicant can update their final school choice on the "[My Profile](#)" page. If chosen to receive an award, it will be the recipient's responsibility to make sure the college is updated at least 30 days prior to the check issue date stated in the award notification so the check can be issued accurately. This will not update forms that have already passed the deadline, but all awards are issued based on the "[My Profile](#)" page.

### 3. How will we know if the application is complete?

**Allow five to seven business days after uploading documents for the applicant's online status to update.**

You may monitor the status of each required form and attachment on the [home page](#).

- **Not Started** — the form has not been requested or started
- **Started** — the form has not been submitted
- **Submitted** — the form has been submitted
- **Not received** — the attachment has not been received
- **Processing** — the attachment has been received and is being processed and verified
- **Accepted** — the attachment has been verified and accepted by ISTS
- **Requested** — the form request has been created, but the form has not been started
- **Complete** — all required forms and attachments (if applicable) have been received and your application will be considered for the scholarship

**It is the responsibility of the applicant to monitor the progress of all application requirements to make sure the application is complete. The status "Complete" will display on the [home page](#) when all forms have been submitted and all documents have been verified.**

### 4. My child uploaded a document that no longer displays on their application. Do they need to submit it again?

Previously uploaded documents that are no longer displayed with a status on the [home page](#) have been rejected. The most common reasons for a rejected document are as follows:

- The document uploaded is not one of the accepted file types. (.pdf, .tif, .png, .gif, .jpeg, .jpg, .bmp, .xps and .zip are acceptable file formats.)
- The .zip file uploaded did not contain acceptable file formats.
- The document uploaded was not the document requested.
- Not all pages of the document were contained in the file.

- We cannot open the file. The file may be corrupted or password protected.

Refer to the upload section of your application for the details of the required documents and upload a new file that meets the criteria stated.

## 0. Where and when should my child send supporting documents?

The required supporting documents must be uploaded to the student's online application by the application deadline. If the upload instructions are not followed exactly, the application may not be considered. Documents that meet the criteria required for the scholarship application, and uploaded by the deadline, will be processed and considered on time.

**Documents are processed within 5-7 business days from receipt.**

## 1. How and when will we receive notification?

- Notifications are sent to recipients and applicants not selected to receive an award via email approximately two months after the deadline. For recipients, an 'Acceptance' link will be displayed on the 'Home' page following the notification.
- The applicant should add **donotreply@applyists.com** and **contactus@applyists.com** to their email address book or "safe senders list" so these important emails are not sent to the junk mail folder.
- The applicant must not "opt out" of any email sent from **donotreply@applyists.com** or **contactus@applyists.com**; otherwise, they may not receive vital information regarding your scholarship applications.

**Note:** The applicant's email address will only be used to communicate information regarding the scholarship application or other opportunities administered by ISTS for which the applicant may be eligible. We will not provide your email address to any third-parties.

## 2. What are my responsibilities if I am chosen as a recipient?

The recipient must enroll as a full-time undergraduate in the fall of the year in which the scholarships are awarded, continue the entire academic year without interruption unless approved by scholarship sponsor, deliver the scholarship check(s) to the proper office at the recipient's institution and notify ISTS should the check not arrive within 30 days of the issue date.

## 3. How and when are checks issued?

Checks will be issued in August to each recipient's mailing address and made payable to the institution on the profile page.

## 4. Are scholarships taxable?

In the U.S., scholarship funds used exclusively for the payment of tuition or textbooks are normally not taxable. The scholarship recipient is responsible for taxes, if any, that may be assessed against their scholarship award. We recommend consulting your tax advisor for more guidance. You may also consult [IRS Publication 970](#) for further information.

## Scholarship Administration

All administrative phases of the competition, including determination of the amount of the scholarship awards, are handled by International Scholarship and Tuition Services, Inc. (ISTS), located in Nashville, TN. Kerrigan Scholars are selected by an independent scholarship committee composed of college admissions officers, educators, and other prominent professional people. The committee carefully considers scholastic achievement, leadership potential and community involvement of each applicant in making the final selection. No Merck employee is involved in the selection of the recipients.

## About James J. Kerrigan

The James J. Kerrigan Memorial Scholarship Program is named in honor of a man who made outstanding contributions to Merck during his 49 years with the company.

James J. Kerrigan was born in Brooklyn, New York on Jan. 25, 1894. Shortly after his birth, the family returned to Ireland, and he spent his infancy and boyhood in Dublin. As a boy of 13, he returned to New York in 1907 and secured a job with Merck & Co., then a comparatively small drug firm with offices on University Place, as an "order bench boy" at \$3 a week, carrying small orders to various chemical and drug companies in downtown Manhattan.

During the next four years he held nine different positions in the Company, and in 1911 at age 17 went to Canada as part of a Merck task force to organize a Montreal office. From that time, he rose rapidly into higher positions – as Assistant Manager of the Montreal office (1912-14), Chemical Buyer at the New York office (1914-21), Vice President and General Manager of Sales and Chemical Purchases (1921-27), Vice President for Sales (1927-45); then as Commercial Vice President and Director, Senior Vice President, and from 1950 to 1955, President.

During his career, Merck & Co., Inc. grew from a small firm of 300 people in 1907 – with sales of \$2,330,000 – to an internationally known chemical and drug manufacturer with 10,000 employees and annual sales of \$157,900,000 in 1955. At the time of his death in 1956, he was Chairman of the Executive Committee of the Board of Directors.

He achieved these important posts and many other honors with limited formal education and was recognized at home and abroad for this "Horatio Alger" career. Yet, he was quick to acknowledge the tremendous importance of education in our rapidly changing and highly competitive world. He believed that young people should get as much education as possible, not only for their own happiness but also to serve better the needs of society.

Over the years, Kerrigan Memorial Scholars have achieved distinction for themselves and brought honor to the memory of the man for whom the Program was named.

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