Project Management Institute. Educational Foundation

Scholarship Policy

Policy Level:	3	**Responsible:**
Effective Date:	July 18 2014	PMIEF Executive Director
		Accountable:
Last Update:	December 15 2023	PMIEF Board of Directors

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1. Purpose

The following sets forth the policy that the Project Management Institute Educational Foundation ("PMIEF") will rely upon in establishing scholarships and scholarship programs, evaluating requests for scholarship funds and making scholarship awards. This Policy address both academic scholarships and professional development scholarships

2. Policy Statement

Academic Scholarships

Funding Guidelines for Endowed and Non-Endowed Academic Scholarships:

• All scholarship funds must come from sources that comply with all aspects of applicable United States law governing donations to non-profit organizations.

• The desired time to fulfill a committed endowment will be five years or less. All scholarship endowments are preferred to be established at Fifty Thousand Dollars (US$50,000USD) or more but cannot be established for anything less than Twenty-Five Thousand Dollars (US$25,000USD). All scholarship endowments will be set up as "open funds" to which additional donations can be made unless requested otherwise by the donor.

(2) Criteria For Academic Scholarship Awards

Scholarships will be consistent with and awarded in compliance with all PMIEF policies and purposes: to help create a better prepared workforce to handle the challenges organizations face today and in the future; to provide tools and educational resources that will assist youth in learning project management, and to contribute to the development of skills and knowledge that allow for a prepared response in future times of need.

To be eligible for scholarship payment, all applicants for scholarships must provide proof of enrollment in the program for which a scholarship is sought.

• All scholarships will be awarded based on academic performance at the current or most recently attended high school (secondary school), college, university or other academic institution, as stated in the applicant's transcript.

• All academic scholarships shall be awarded for use in an academic degree-granting program in a college or university accredited by a nationally or regionally recognized accrediting agency, as defined by the United States Department of Education with respect to United States academic institutions, and as defined by the pertinent comparable body for academic institutions outside the United States.

Specific criteria in addition to the above, or further qualifying the above, may apply to individual scholarships. Any such specific criteria will be posted on the PMI/PMIEF website along with general information about the scholarship.

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(3) Application Guidelines for Academic Scholarships

• All applications and supporting materials for scholarships must be submitted in the format specified on the PMI/PMIEF website for each item, and must be complete and verified before being considered by the Scholarship Review Committee.

• Scholarship applicants may apply for all scholarships for which the criteria are met.

• Deadlines for receipt of applications with all supporting materials for each scholarship will be published on the PMI/PMIEF website, along with other pertinent application information. Only complete applications with all required supporting materials received by the published deadline will be considered by the Scholarship Review Committee.

(4) Award Guidelines for Academic Scholarships

• Unless specified otherwise, scholarships are given for only one (1) academic year. The academic year for which the scholarship is provided will be identified in the award.

• Unless specified otherwise, applicants may submit scholarship applications for each calendar year during which they will be attending an accredited institution in a degreegranting program.

• Successful scholarship applicants will be awarded only one (1) PMIEF scholarship per academic year.

• All completed applications accompanied by all required supporting materials will be reviewed by the Scholarship Review Committee to ensure that every applicant receives full consideration and that every applicant meets all the criteria for the selected scholarships.

• All scholarship applicants will be ranked by the Scholarship Review Committee in regard to qualifications. The ranking criteria will be based on a point system.

• All decisions by the Scholarship Review Committee are final.

• Scholarships will be awarded in a manner that matches the higher dollar award with the better qualified applicant who meets all the requisite criteria.

• All scholarship applicants are screened against the Specially Designated Nationals List (SDN) of the United States Department of the Treasury's Office of Foreign Assets Control.

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• PMIEF requires all members of the Scholarship Review Committee to sign the PMIEF Confidentiality Agreement and the PMIEF Conflict of Interest forms prior to performing any review of scholarship applications or other related duties. Each member of the Scholarship Review Committee must identify any conflicts of interest that arise at any time, including without limitation during the evaluation and ranking of applicants. Where a conflict of interest may exist, the Committee member with the conflict shall excuse himself or herself from the evaluation process.

(5) Notice of Academic Scholarship Award

• Notice of the scholarship award is given via e-mail. The scholarship check will be electronically transferred to the institution where the student is currently enrolled..

(6) Administrative Guidelines for Academic Scholarships

• All endowments will be managed in accordance with the PMIEF Investment and Spending Policy and the written agreement with the donor.

• Interest earned on endowed scholarships may be used to increase the endowment where permissible by the Letter of Intent.

• PMIEF may charge investment fees for the management of the endowment and administrative fees for the management of scholarships.

B) PROFESSIONAL DEVELOPMENT SCHOLARSHIPS

The above guidelines for academic scholarships shall apply to training and professional development scholarships, except when noted differently below and/or in the specific criteria for an individual scholarship.

(1) Application Guidelines for Professional Development Scholarships

• Scholarships will be granted only to provide training or a course of study in project, program or portfolio management, a discipline or skill directly related to project management, or for preparation for an examination in a project management-related certification that is provided by training organizations that are either Authorized Training Partners with the Project Management Institute (“PMI”)..

• Applicants for scholarships must clearly identify the program by course title, supplier, cost, location and program dates at the time of application. Proof of enrollment in the course may be required by PMIEF prior to funds being sent to the applicant(s) selected to receive the scholarship.

• Unless otherwise specified by PMIEF, applicants must register for and begin their course

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within no less than forty-five (45) days after accepting the award notification or risk forfeiting the scholarship. All applications and supporting materials for scholarships must be submitted in the format specified on the PMI/PMIEF website for each item, and must be complete and verified before being considered by the Scholarship Review Committee.

• Deadlines for complete applications with all supporting materials for each scholarship will be published on the PMI/PMIEF website, along with other pertinent application information. Only complete applications with all required supporting materials received by the published deadline will be considered by the Scholarship Review Committee.

(2) Applicant Criteria for Professional Development Scholarships

• Applicants for scholarships must demonstrate a strong present or future occupational need for a scholarship.

3) Administrative Guidelines for Training and Professional Development Scholarships

• All endowments will be managed in accordance with the PMIEF Investment and Spending Policy and written agreement with the donor.

• Interest earned on endowed scholarships may be used to increase the endowment.

• PMIEF may charge investment fees for the management of the endowment and administrative fees for the management of scholarships.

C) SCHOLARSHIP SERVICE COMMITMENTS BY AND FOR DONORS

In carrying out its duties pursuant to these Scholarship Guidelines, PMIEF commits to the following:

1. PMIEF will fulfill the written intent and spirit of the established scholarship and will notify and consult with the donor if PMIEF is unable to do so.

• PMI/PMIEF will establish an impartial Scholarship Review Committee panel of no less than three appropriately qualified scholarship judges comprised of project management practitioners, academics, and others.

• PMIEF will review and evaluate all applicants who follow the application guidelines.

• PMIEF will provide donors with the overall number of applications and the number of those applicable to the donor's scholarship(s) upon the donor's request.

• PMIEF will provide donors with the name of the selected scholarship applicants for their

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scholarships.

• Except when specified otherwise, PMIEF will disperse the academic scholarship award to the selected scholarship applicant upon award.

• PMIEF will adhere to the PMIEF Investment and Spending Policy regarding the investment of the donor's scholarship endowment. That policy may be accessed for donor review at www.pmief.org.

• PMIEF will publicize scholarships and scholarship awards in PMI Publications, the PMIEF website, , PMIEF events, PMIEF social networking sites, and other appropriate venues. When appropriate, PMIEF will identify donors in such communications.

In carrying out its duties pursuant to this Scholarship Policy, Scholarship Donors shall abide by the following requirements:

1. Donor will provide a single point of contact for resolution of any questions or issues that might arise pertaining to donor's scholarship.

2. Donors shall not be permitted to participate as members of the PMIEF Scholarship Review Committee.

3. Donor may publicize and otherwise promote the donated PMIEF scholarship(s) on the Donor's Web site and through other appropriate venues.

4. Donor may identify and cultivate potential applicants, mentor them, and encourage them to complete the application process.

5. Donor will accept the decisions of the PMIEF Scholarship Review Committee.

6. Donor will fulfill their funding commitments in accordance with the established donation dates.

D) ADDITIONAL CONSIDERATIONS

• PMIEF reserves the right to discontinue or modify the scholarship program, or any component thereof, and to revise any or all of the scholarship requirements, processes, or eligibility criteria at any time. Unless specific otherwise in a written agreement, PMIEF further reserves the right to return funds to a donor if for any reason the funds cannot be distributed as requested by the donor.

• Any material misrepresentation of the facts in the candidate's application and

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supporting materials, whether discovered during the verification process or later, will result in withdrawal of the application from consideration. Following notice to the candidate of the discovery of the misrepresentation, and the opportunity for the candidate to explain the circumstances of the erroneous submission, the candidate may be banned from applying again for PMIEF scholarships in the future if intentional misrepresentation to gain competitive advantage is proven to be true.

3. Monitoring

In accordance with the PMIEF Rules of the Board, section 9.2.5, the PMIEF Secretary, in collaboration with the PMIEF COO will conduct an annual review of all Governing Documents to ensure they are current.

4. Policy Distribution

Internal:

PMIEF Board
PMIEF COO
PMI executive staff, as needed

External:

PMI Educational Foundation | PMIEF

5. Related Documents

Related procedures, forms, and other support documents enforce, maintain, and verify policy compliance. These procedures and forms support this policy:

Document Name	**Document Type** (Procedure, Form, Template, Manual, User Guide, Guidelines, Governing Document, etc.)
Investment and Spending Policy	Policy
Insert Document Name	Insert Document Type

6. Review and Revision History

Changes to this policy are made as necessary under the direction of the preparers and approvers. The change log describes new topics and other changes.

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Action **(**Creation, Revision, Review)	**Action Date**	**Changes Made** (Detail any changes that may have been made)
Creation		
Revision	December 15 2023	New template, updated language, removal of pass-through scholarship language

7. Glossary

This policy uses the following specific terms, acronyms, and abbreviations:

Term	**Definition**
Insert Term	Insert Definition
Insert Term	Insert Definition

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