

# AGMA Foundation Scholarships - Guidelines

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## Preface

The overall mission of the AGMA Foundation *is: to support and strengthen education, training and research for the gear industry.*

## Scholarship Program – Description and Funding Priorities

The Foundation is dedicated to its **goal of improving gear technology**. Among the ways that the Foundation accomplishes this goal are by providing grants to institutions for workforce education and scientific research, and by supporting students in the development of their careers in power transmission.

The **purpose of the Scholarship Program** is to provide financial assistance to engineering students whose programs focus on gear technology or gear research.

The **total amount of funding** for the program varies from year to year depending on available resources. Program guidelines are subject to change as the needs of the gear industry change.

Guidelines for distribution of funds and criteria for selecting recipients are established by the Foundation Board of Trustees and implemented by the Scholarship Committee. Selected by the Foundation's Board of Trustees, the **Scholarship Committee is comprised of gear industry representatives who have experience preparing students for gear design careers**. The committee reviews applications and makes recommendations to the Foundation's Board of Trustees for final approval.

**Priority** will be given to applicants who have demonstrated continuous progress toward completion of degree requirements in a timely fashion. **Preference** will be given to applicants whose research is directly related to problems currently facing the gear industry and to the goals and objectives of the Foundation.

## General Information

The scholarship provides \$5,000 in support of the undergraduate or graduate-level phase of the student's education. The scholarship is renewable for undergraduate students for a maximum of two additional years and graduate students for a maximum of three additional years (new application required each year). The maximum aggregate scholarship amount per applicant is \$15,000.

The deadline for scholarship applications is 5:00 pm ET, Monday, July 9, 2012. The application must be completed and submitted in its entirety **electronically**. Only transcripts and letters of recommendation may be submitted under separate cover. The name of the applicant must be identified on all materials submitted. Unidentified materials cannot be considered.

Submit all materials **by e-mail** to the Scholarship Committee at [foundation@agma.org](mailto:foundation@agma.org). *Only transcripts and letters of recommendation may be sent by fax to (703) 684-0242.*

# AGMA Foundation Scholarships - Guidelines

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All applicants will be sent notification letters by first class mail. The Foundation does not provide individualized feedback to scholarship applicants. General feedback may be provided on an individual basis, upon request.

The scholarship year begins September 1 of the year of application, and ends August 31 of the following year.

All funds are paid directly to the educational institution and may be used for expenses such as tuition, room and board, textbooks and materials, and any other expenses related to achieving a degree.

**A financial report is required as part of the Final Report for this scholarship.** (See “Terms and Conditions” below.)

Schedule of Payment: 50% Early September  
50% Early March

## Eligibility

At the time of application the candidate shall:

- Provide evidence of enrollment, or recent acceptance, as a full or part-time student in a nationally accredited degree program whose content has a demonstrated relationship to gear manufacturing.
- Graduate students must provide a transcript as evidence of completion of an undergraduate degree.
- Demonstrate continuous and timely progress toward the completion of his/her academic program.

## Terms and Conditions

### Reporting

Scholarship recipients shall provide acceptable reports, via e-mail, to the Foundation in the following format and timeline outlined below. Reports formatted as .doc, .xls and/or .pdf files are suggested, please contact the Foundation with any questions.

Progress Report: All scholarship recipients applying for additional support must submit, as part of their application, a detailed progress report. The report shall include:

- (1) A brief summary of work completed during the Scholarship Year;
- (2) A discussion of any problems encountered to-date;
- (3) Objectives accomplished as compared to the original timeline;
- (4) An explanation of, and justification for, any deviation from the original plan of action; and
- (5) An explanation of any proposed changes to the plan.

Final Report: All recipients are required to submit a final report, via e-mail, to the Foundation within 30 days of completion of their Scholarship. The Final Report must be filed separately from any

## AGMA Foundation Scholarships - Guidelines

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application to the Foundation for continuing or new funds. **Failure to submit a Final Report will bar a recipient from applying for future Foundation funding.**

The Final Report may reiterate the details of any progress report, but should be complete up to the last day of the Scholarship Period. The final report must include, in clearly defined sections:

- (1) A summary description of the overall program, work completed, and the results of the dissertation study, if completed;
- (2) An abstract of any research projects undertaken during the Scholarship Period (suitable for reprint by the Foundation);
- (3) A list of publications, or manuscripts submitted for publication, as a result of work supported fully or in part by the Foundation; and
- (4) A financial report detailing expenditures supported by the scholarship.

Dissertation: Scholarship recipients who complete a dissertation during the Scholarship Period shall submit to the Foundation an electronic copy of their dissertation as soon as possible following successful defense of the dissertation and awarding of the degree, but no later than six months following the completion of the academic program.

Publications: A copy of each published manuscript based on research supported fully or in part by the Foundation shall, upon publication, be submitted to the Foundation.

### **Extension of Time**

A written request for extension of reporting deadlines with no additional funding must outline in detail the reasons for the request. Such a request must be received by the Foundation 30 days prior to the expiration of the original term of the scholarship.

### **Failure to Comply**

Failure of the scholarship recipient to comply with the policies governing this scholarship may be grounds for early termination of the scholarship and/or denial of any future consideration by the Foundation for any of its programs.

During the course of studies, should the scholarship recipient encounter problems related to academic progress or other matters related to continuance of the program, the Foundation may request – both from the student and the academic institution – any additional information from which a decision to continue or to terminate the scholarship can be made. Should an early termination be warranted, the recipient will receive a 30-day notice from the Foundation.

## **Criteria for Evaluation of Application**

Recommendation for funding will be based on the comprehensiveness of the application and the educational qualifications of the applicant with regard to potential for research in gear design. Toward that end, the Scholarship Committee will carefully review the following items in each application:

# AGMA Foundation Scholarships - Guidelines

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## **Career Goals / Long-term Objectives**

A summary statement of the applicant's professional background, future goals, and publications and presentations to date, will provide evidence of ability, commitment, and intent to contribute to the gearing industry.

## **Objectives of Study**

Of primary importance to the Scholarship Committee is a concise and focused, yet thorough, explanation of study objectives as well as how the applicant's program meets those objectives, and how the objectives will advance the body of knowledge in the gearing industry.

## **Plan of Study and Completion of Degree**

A description of the course of study including, but not limited to, the area of study, anticipated degree, the number of courses per semester, and estimated date of completion of the applicant's full or part-time program of study must be stipulated. Realizing that a plan of study may change as time progresses, the applicant should provide a realistic picture of when and how degree requirements will be fulfilled, and the types of courses that may be selected to meet their academic objectives. If the applicant is employed 20 hours or more per week, a letter from the employer demonstrating its willingness to grant the applicant release time for the number of hours needed for him/her to pursue studies is required. The percentage of release time shall be specified.

## **Endorsement of Faculty Members**

Letters of recommendation from two faculty members, mentors or advisors for the applicant are required and should include a detailed assessment of the applicant's qualifications and potential for academic and/or research success.

## **Criteria for Continuous Support**

### **Progress and Status**

The progress and status of the student, including transcripts of required coursework, completion of comprehensive exams, approval of dissertation proposal, and time dedicated to dissertation work shall be reported.