

AGMA Foundation Scholarships - Guidelines

Preface

The overall mission of the AGMA Foundation is: *to support the establishment of global gear standards, to strengthen those standards through research and workforce education.*

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 research grants to institutions for 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 graduate-level 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 graduate level phase of the student's education. The scholarship is renewable for a maximum of two 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 EDT, Monday, July 5. 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. *Only transcripts and letters of recommendation may be sent by fax to (703) 684-0242.*

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.

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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 graduate 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:

- Be a citizen of the United States or Canada.
- Provide a transcript as evidence of completion of an undergraduate degree.
- Provide evidence of enrollment, or recent acceptance, as a full or part-time student in a nationally accredited master’s degree program, or higher, whose content has a demonstrated relationship to gear manufacturing.
- 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 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:

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- (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: The recipient shall submit to the Foundation an electronic copy of his/her 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:

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 Graduate Study

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Of primary importance to the Scholarship Committee is a concise and focused, yet thorough, explanation of graduate study objectives as well as how the applicant's program meets the objectives, and how these 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 graduate work 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 the objectives for graduate study. If the applicant is employed 20 hours or more per week, a letter from the institution 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 graduate program faculty members, mentors or advisors for the applicant are required and should include a detailed assessment of the applicant's qualifications for graduate study and potential for academic and 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.

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Please type all responses.

Applicant's Name _____

University's Name _____

In the Fall of 2010, I will be in my _____ year working towards a (*name of degree:*)
_____ in (*name of degree program:*) _____.

I am a citizen of the United States or Canada Yes No

I have attended colleges or universities as follows:

List each university attended, number of years and degrees completed (or to be completed) for which transcripts are attached or have been requested.

The following two persons have been requested to write letters regarding my character and qualifications and to e-mail or fax them directly to foundation@agma.org or (703) 684-0242.

1) Name _____

Mailing Address _____

E-mail Address _____

Relationship to Applicant _____

2) Name _____

Mailing Address _____

E-mail Address _____

Relationship to Applicant _____

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It is my understanding that this scholarship is intended for the purpose of helping me complete a post-graduate program that may lead to a career in power transmission. The funds will be paid directly to the University on my behalf, to pay for tuition, books and other appropriate expenses related to the costs associated with achieving a post-graduate degree.

Signature of Applicant

Date

Mailing Address

City, State, Zip

Telephone

Work Home Cell

Telephone

Work Home Cell

E-mail address

Your signature above affirms that all information provided is true as of the date specified.

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Required Support Materials

In order to be eligible, you must include the following support materials as part of your application:

- 1) A signed letter stating your intellectual interests, your activities and employment (if any), and the engineering career that you expect to follow. (This statement shall not exceed 1,000 words in length and should be typed in as simple and concise manner as possible.)
- 2) A statement of proposed program of study signed by the Dean or an authorized official of the College or University in which study is to be completed. Include a brief description of each course taken, or planned, in order to pursue the degree named in the application.
- 3) Official copies of transcripts of all your University course records, certified by the Registrar or other authorized official.
- 4) Letters of recommendation from two persons. It is preferred, but not required, that one of these letters be from a course related to power transmission technology. (References are to be e-mailed directly to foundation@agma.org or faxed to 703-684-0242.)

A statement of financial need, if applicable.

The application and support materials, including copies of the applicant's transcripts and letters of recommendation must be received electronically in the AGMA Foundation's office no later than 5:00 pm EDT, Monday, July 5, 2010. Email all information to foundation@agma.org or fax transcripts and letters of agreements only to (703) 684-0242.

Questions may be directed to Sandra Detwiler, Executive Director, at AGMA Foundation at (703) 838-0065 or detwiler@agma.org.