

## **Research and Assessment Conference Scholarship**

The **Collegiate Information & Visitor Services Association (CIVSA)** promotes and enhances the profession of collegiate information and visitors services. CIVSA provides an arena for the exchange of ideas and practices and sets the standard for excellence in the profession by inspiring and supporting individuals who serve in key administrative roles at the gateways to institutions of higher learning.

One means by which CIVSA demonstrates its commitment to the development of professionals in the information and visitor services field is through the availability of scholarships designed for members to complete research in the field of collegiate information and visitor services.

Interested individuals are invited to submit their work to CIVSA for the opportunity to receive a partial scholarship to help cover the cost of attending the annual conference. Successful submissions will be presented at the annual conference and be published in CIVSA's yearly Research & Assessment Edition of The Welcomer.

### **Criteria**

Research submitted to CIVSA must pertain to the field of collegiate information and visitor services or related fields that would be of interest to the members of the organization.

Applicants must:

- Be a current member of CIVSA;

### **Selection**

Scholarship recipient will be selected by the Research and Assessment Committee and will be given to the Executive Board for final approval.

Primary consideration will be given to:

- Members who have demonstrated skills and a minimum of three (3) years of service within the information and visitor services field or their campus community.
- Potential contribution to those members of CIVSA attending the Annual Conference;
- Potential importance in the field of information and visitor services;
- Presentation of written application materials and supporting documents.

### **Deadline**

Qualified applicants are invited to submit completed research to the Research and Assessment Committee Chair of CIVSA by February 9 of the year of the intended conference.

For those who have submitted all supporting materials, submissions will be reviewed by the Research and Assessment Committee, and a recommendation will be made to the Executive Board for approval by mid-January.

The Executive Board will notify selected scholarship recipient by the end of February. In the event in which the finalized research does not meet the standards and expectations of the scholarship, the Executive Board reserves the right to revoke the scholarship.

### **Required Materials**

Applicants must submit the following to the Research & Assessment chair no later than February 9 of the year of the intended conference in order to be considered for the CIVSA Research and Assessment Conference Scholarship:

- A detailed statement or research paper, showing where the research was conducted or the advancement has been made, in which the value it brings to the industry is identified;
- A summary (résumé or vitae) of the applicant's employment activities related to collegiate information and visitor services and volunteer work (campus, community, or organization)
- One letter of support from a professor, advisor or employer who is familiar with the applicant's experience, and identifies the value of the research or advancement at the member institution.

### **Scholarship**

Following submissions, individuals will be notified of the board's decision. One (1) scholarship will be awarded, which will waive the conference fee for the Annual Conference, as well as provide for transportation and lodging up to \$300, as long as it remains in accordance with the CIVSA travel policy, which will be provided to the recipient following the board's selection.

Following selection, the recipient will be required to submit a program proposal to the Conference Program Committee and agree to present their research or advancements during a session at the Annual Conference. Finalized work will further be published in CIVSA's yearly Research & Assessment Edition of *The Welcomer* and posted to the CIVSA website post-conference.

*All copyright/intellectual property belongs to the principal researcher(s) and/or their sponsoring institution(s). Current members of the Association may have access to the research through the CIVSA website and may use it with the permissions of the principal researcher(s) and/or their sponsoring institution(s).*