



**2023 CMAA Foundation Scholarship  
Application Guidelines**



**Background:** Providing financial assistance through scholarships to students pursuing post-secondary education in construction management was one of the original purposes for establishing the CMAA Foundation in 1995. Scholarships represent a tangible demonstration of the association's commitment to the future.

Under the scope of work approved in 2018, the Foundation has established a new scholarship program to aid students pursuing postsecondary education that is intended to lead to a construction management career.

Criteria for awarding scholarships are set by the Foundation Board of Directors, who will also review applications and make the selections; the program is managed by the Foundation's staff.

**General Conditions:**

The Foundation will award at least one and no more than four scholarships annually. The total value of the scholarships is limited to \$10,000 per year for the first five years.

Any student pursuing a post-secondary education that is intended to lead to a career in construction management is eligible to apply.

Students must be enrolled at institutions, based in the U.S., that are accredited by a U.S. regional accrediting agency.

Scholarships are awarded annually, and recipients may reapply for one additional year.

All recipients will be introduced to local CMAA leaders. They will be invited to participate in local CMAA chapter events. Local CMAA leaders and volunteers will be encouraged to engage Foundation scholarship recipients in local events and programs.

Any recipient who chooses to pursue the Construction-Manager-In-Training® credential within two years of receiving a Foundation scholarship will have his/her fees paid for by the CMAA Foundation in addition to receiving a scholarship.

Beginning in 2025, the CMAA Foundation will invite all scholarship recipients to attend an alumni event at the CMAA spring event.

**About the CMAA Foundation**

The CMAA Foundation, is a 501(c)3 charitable organization whose tax identification number is 54-1803080. The Foundation awards a limited number of scholarships to qualified students pursuing university degrees and careers in construction management.

**Baseline Criteria:** To be eligible, a student must:

- Have earned a high school diploma or equivalent.
- Be enrolled in a program of study leading to a career in construction management. This includes but is not limited to construction management, construction technology, construction engineering, construction science, architecture, or civil engineering.
- Have completed at least one full academic year of post-secondary education and



have at least one full academic year remaining prior to completing his/her degree.

- Demonstrate a strong interest in pursuing a career in construction management.
- Applicants may be enrolled in two-year or four-year institutions; the institution must be located in the U.S. and accredited by a U.S. regional accrediting agency.

### **Application Process**

All applications and supporting materials must be submitted directly to the CMAA Foundation via the CMAA website. All materials, including letters of recommendation and transcripts are due by 11:59 p.m. EDT **April 30, 2023**.

Step 1: Click [here](#) to sign in or create an account.

Step 2: Once logged in, click Scholarships on the top navigation bar.

Step 3: Click the link to apply for the desired scholarship.

Step 4: Complete the desired form.

A complete application consists of the following:

- Materials submitted by the applicant by April 30, 2023:
  - An application form that captures contact information, enrollment information, involvement in co-curricular activities, and employment.
  - Signed attestation page.
  - An essay, no more than 1,200 words, that describes the applicant's future plans, his/her commitment to a career in construction management, and how his/her experience aligns with the mission and vision of the CMAA Foundation.
- Materials submitted by others directly to the CMAA Foundation by April 30, 2023:
  - Transcripts from all postsecondary institutions attended or in which the applicant is currently enrolled. Transcripts should be sent directly to the CMAA Foundation. Applications must include a list of the transcripts they have requested so that Foundation staff know when to expect to receive the links from the transcript services. Electronic transcripts can be sent to [foundation@cmaanet.org](mailto:foundation@cmaanet.org).

### **Review and Selection**

1. The CMAA Foundation staff will review applications for completion and prepare a score or review sheet for each reviewer to use.
2. Applications will be reviewed by the CMAA Foundation Board of Directors who will make the final selection. Each Director will be asked to review 2-3 applications and make a recommendation in order to compile a short list. Each



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Director will then review all applications on the short list. The Board approves the final list of recipients.

3. The recipients will be notified on or about August 1, 2023.
4. Public announcements about the final selection(s) will be made by the CMAA Foundation and shared with the attended institution and with local CMAA volunteers and leaders. Public announcements will also be shared through social media.

**Selection Criteria:** The Foundation has indicated that the following criteria are of the highest importance in selecting scholarship recipients:

- Demonstrated commitment to a career in CM
- Academic performance
- Demonstrated commitment to leadership and engagement both on- and off-campus
- Demonstrated alignment with the mission and vision of the CMAA Foundation
- Preference will be given to applicants who are
  - Members of CMAA Student Chapters, or
  - Enrolled in Associated Schools of Construction member institutions, or
  - Enrolled in construction management programs accredited by ABET.

### **Commitment to Diversity, Equity, and Inclusion**

In principle and in practice, the CMAA Foundation values and seeks to promote diverse, inclusive and equitable participation within the profession of construction management to achieve quality and excellence. CMAA recognizes the strength of diverse perspectives and is committed to promoting diversity and ensuring equal opportunity and inclusion for all persons in its membership, leadership, and activities, regardless of race, ethnicity, sex, disability, country of origin, religion, age, or sexual orientation.



### Helpful Hints

- All sections of the application must be completed in full and submitted electronically. Gather all required materials and information before beginning the electronic application form. You will not be able to save partial responses and come back later.
- You may use Word, or the PDF copy of the Application packet to gather all your information however responses and attachments will need to be submitted via the electronic form.
- The response to the essay must be typed. Be sure to check spelling and grammar carefully. Please remember that your application will be disseminated to the selection committee electronically; presentation is important.
- Please keep a copy of your application package. The confirmation email constitutes proof of delivery and will serve as verification that your application has been received. No additional notification will be provided.
- Use the checklist to monitor progress and be sure the materials submitted by others have been sent to the CMAA Foundation.

### Application Checklist

- Complete the application.
- Finish the essay. Proofread and copy edit the essay; finally, review it for format.
- Request transcripts from all post-secondary institutions you have attended. Provide the institution with the information necessary for sending the transcript to the CMAA Foundation. These should be received by the Foundation by April 30, 2023.
- Sign and date the attestation page.
- Submit the application by 11:59 p.m. EDT on April 30, 2023.



Scholarship Application Form

General Information

<b>First Name</b>	
<b>Last Name</b>	
<b>Birth Date</b>	
<b>Permanent: Street Address</b>	
<b>City</b>	
<b>State/Province</b>	
<b>Postal Code</b>	
<b>Country</b>	
<b>Phone Number</b>	
<b>Email</b>	
<b>Institution Name</b>	
<b>Institution Address</b>	
<b>City</b>	
<b>State/Province</b>	
<b>Postal Code</b>	
<b>Phone Number</b>	
<b>Are you a member of CMAA?</b>	Yes/No; If yes, provide CMAA member number
<b>Are you a member of a CMAA Student Chapter?</b>	Yes/No; If yes, provide the name of the student chapter
<b>Are you a Construction-Manager-In-Training?</b>	Yes/No
<b>Have you received any other scholarships from the CMAA</b>	Yes/No; If yes, for what year?



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<b>Foundation?</b>	
<b>Have you previously applied for a scholarship from the CMAA Foundation?</b>	Yes/No; If yes, for what year?



Scholarship Application Form

Academic Information

<b>What degree are you are pursuing?</b>	Degree Title: Major/ Area of Study:
<b>Anticipated Graduation Date</b>	
<b>Minor (or Concentration) Field of Study</b>	

Please list the names, locations, and dates of enrollment for any other colleges or universities you attended.

Please list any academic honors and awards you have received.

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**Extracurricular Activities**

Please list any extracurricular activities or experiences you consider to be significant, beginning with the most recent and working back chronologically. Emphasis will be given to activities connected to the construction management profession. Do not list every detail about every position or activity. Rather, provide a general sense of your responsibilities and commitment.

<b>1. Organization Name</b>	
<b>Activity</b>	
<b>Date Range</b>	
<b>Hours</b>	
<b>Description</b>	
<b>2. Organization Name</b>	
<b>Activity</b>	
<b>Date Range</b>	
<b>Hours</b>	
<b>Description</b>	
<b>3. Organization Name</b>	
<b>Activity</b>	
<b>Date Range</b>	
<b>Hours</b>	
<b>Description</b>	
<b>4. Organization Name</b>	
<b>Activity</b>	
<b>Date Range</b>	
<b>Hours</b>	
<b>Description</b>	



Scholarship Application Form

**Employment**

If applicable, please enter information regarding your employment beginning with the current or most recent.

<b>1. From (month/year):</b>		<b>To (month/year):</b>	
<b>Company Name</b>			
<b>Address</b>			
<b>Supervisor Name</b>			
<b>Your Position</b>			
<b>Duties</b>			
<b>2. From (month/year):</b>		<b>To (month/year):</b>	
<b>Company Name</b>			
<b>Address</b>			
<b>Supervisor Name</b>			
<b>Your Position</b>			
<b>Duties</b>			
<b>3. From month/year):</b>		<b>To (month/year):</b>	
<b>Company Name</b>			
<b>Address</b>			
<b>Supervisor Name</b>			
<b>Your Position</b>			
<b>Duties</b>			



## Scholarship Application Form

### Transcripts

This is a list of the transcripts you have requested, from which institutions, and the approximate date by which they will be sent to the CMAA Foundation.

Please request a transcript from the institution in which you are currently enrolled as well as from those you have attended in the past. This list will assist the Foundation in assuring that the transcripts are added to your complete application dossier.

<b>Institution</b>	<b>Dates Attended</b>	<b>Date Transcript Requested</b>	<b>Expected Date of Transmission to CMAA Foundation</b>



## Scholarship Application Form

### **Attestation**

By submitting this application package for the CMAA Foundation Scholarship Program, I certify that the information contained herein is accurate and factual to the best of my knowledge.

Also, I acknowledge that all decisions of the scholarship committee are final.

Signature:

Name (Printed):

Date