



SIE SCHOLARSHIP FUNDS

INFORMATION, DEADLINES AND INSTRUCTIONS FOR APPLICATIONS

2021-2022

Table of content

Introduction	1
SIE Scholarship Fund	1
The Dr. Suzanne Noël Scholarship	1
The funding	1
Nomination of candidates	2
Deadlines	2
Who does what? – actors and responsibilities	3
Instructions for applications 2021-2022	4
Fill in the online Application Form	5
Submit the scholarship application to the SIE Scholarship Committee	6

Introduction

SIE Scholarship Fund

In 1968 SIE established a Scholarship Fund. Subject to the Scholarship Fund Statutes (to be downloaded from the Member Area of the SIE website) the scholarships shall be awarded to women in profession or business who want to undertake further training or a pending career change. Women who have started a professional and/or vocational training may be awarded as well when they are living in a developing country with an existing SIE Club. The candidates may be Soroptimists or non-Soroptimists. Preference might be given to professions and vocations in non-traditional fields for women (e.g. STEM: Science, Technology, Engineering, Mathematics) and to candidates attending the last year of their studies or training courses.

The Dr. Suzanne Noël Scholarship

The Dr Suzanne Noël Scholarship, in memory of the founder of the first Soroptimist Club in Europe, shall be awarded every even year to female medical doctors specialised in plastic/reconstructive surgery, undertaking further specialization courses in this field. The Scholarship Fund and the Dr Noël Fund were merged in 2011.

Please read the Statutes of the Scholarship Funds carefully – see attachment to the e-mail from SIE Headquarters.

The funding

Each year the total amount available for scholarships is between 90,000 and 100,000 Euros and the maximum for each scholarship is 15,000 Euros.



Nomination of candidates

A Union may nominate TWO candidates and a Single Club ONE candidate. Unions can only submit candidates recommended by their Clubs. The Soroptimist Club who sponsors the candidate is responsible for the application as well as the follow-up of the grantee's progress during the scholarship period and the delivery of grantee's completion report back to SIE. If the final report does not reach the Scholarship Committee Chair in due time, the nominating Union (or Single Club) may not nominate a candidate for the next two years. In order to monitor the impact of the scholarships on the professional/vocational advancement of the awarded women it is also necessary to follow-up the grantees for some years after finishing their studies/trainings.

For the purpose of proposing suitable and eligible candidates, each Union or Single Club may set up a Scholarship Committee or Officer that will be responsible for selecting the candidates after a thorough examination of their qualifications. It is important to create awareness of the possibilities the SIE scholarship gives and, last but not least, to promote the organization. The SIE Scholarship Fund is a tool to increase the number of potential members and to advocate Soroptimist goals.

Deadlines

October 2020	SIE issues the Call for Applications to Unions and Single Clubs, including all the instructions and documents for online submission.
October - November	INSTRUCTIONS, WORKSHEETS etc. reach Clubs in a Union, forwarded by the Union President.
November 2020 - January 2021	Club President makes the candidate's application online in the SIE Member Area, tab Scholarship.
February 1st 2021	Unions and Single Club Presidents validate applications online.
March	Scholarship Committee prepares summaries of applications which are sent to the Governors.
April	Scholarship Committee discusses applications and prepares the list for proposal.
June	Governors' Meeting: decision by the Council of Governors
August	Unions/Single Clubs are asked to submit bank details for payment of the scholarship grants, and receive the Final Report template. Unions inform their Clubs and the grantees.
September	Scholarship funds are disbursed by the 30 th of September to Clubs for utilisation by the beneficiary of the scholarship.
October 2021 - September 2022	Period covered by the Scholarship funds.
February 15th 2023	FINAL REPORT submitted by the beneficiary to the Club is forwarded to the SIE Scholarship Chairperson and to SIEHQ.



Who does what? – actors and responsibilities

ACTORS	RESPONSIBILITIES
<p>SIE Scholarship Committee: Chairperson and two members, and a member of the French Union to join the Committee for the selection of the candidates for the Dr Noël Scholarship</p>	<ul style="list-style-type: none"> - <u>Call for Applications:</u> informing the Unions and Single Clubs through SIE Headquarters at the beginning of each Soroptimist year about the possibility of applying for SIE scholarships with all the necessary information to apply; - receives the applications from the Unions and Single Clubs via the online Scholarship module; - prepares the summaries of applications for the Governors; - evaluates the applications and shortlists the candidates for presentation to the SIE Board; - after approval by the SIE Board, the Chairperson presents the proposed candidates to the Governors at the Council of Governors for their decision; - informs the Unions and Single Clubs about the accepted applications, and sends the payment contract form, along with the final report form; - receives the final reports from the Unions/Single Clubs; - reports on the Web / in <i>The e-Link</i> about the grantees and their final reports; - cares about the follow-up of grantees after finishing their studies/trainings for monitoring the impact of the scholarships; - Chairperson submits an annual report to the Council of Governors.
<p>Unions: President and Union Scholarship Committee</p> <p>and</p> <p>Single Clubs: President and member responsible for scholarships</p>	<ul style="list-style-type: none"> - receive the SIE Scholarship Call via the SIE Headquarters; - Unions inform their Clubs about the possibility of applying for SIE Scholarship by transmitting the relevant information on the application procedure; - Unions receive the application(s) from the Clubs, via the online Scholarship module; - check that the application is complete, including all the supporting documents; - <u>submit the online application</u>, (a Union may present two applications, Single Clubs only one); - Unions inform the Clubs about the outcome of the decision of the Governors; - Unions and Single Clubs receive the grantee's payment and the Final Report form; - Single Clubs must follow the grantee's progress during the scholarship period; - Single Clubs will be informed by the grantee, if she is unable to utilise the scholarship according to plan. They inform the chairperson of the SIE Scholarship Committee and return the unutilised funds to the SIE Treasurer; - Unions receive the grantee's final report(s) from the sponsoring Club(s); - Unions and Single Clubs forward the grantee's Final Report(s) to the chairperson of SIE Scholarship Committee; - Single Clubs follow-up the grantees after the period of studies/trainings finishes in order to monitor the impact of the awarded scholarships.
<p>Clubs in a Union: President and member responsible for Scholarships</p>	<ul style="list-style-type: none"> - receive the SIE Scholarship mailing with all the documents from the Unions; - find a candidate to be awarded with a scholarship; - carefully check the application file for completeness; - <u>create the application online</u>; - follow-up the grantee's progress during the scholarship period; - will be informed by the grantee if she is unable to utilise the scholarship according to plan. They inform the President of the Union and the Chairperson



	<p>of the SIE Scholarship Committee, and return the unutilised funds to the SIE Treasurer;</p> <ul style="list-style-type: none"> - receive the Final Report of the grantee (if not received, they shall ask for it) and forward it to the Unions; - follow-up the grantees after the period of studies/trainings in order to monitor the impact of the awarded scholarships.
<p>Candidates: Soroptimists or non-Soroptimists</p>	<ul style="list-style-type: none"> - carefully fill out the worksheet provided by the Club; - send the worksheet with all supporting documents to the sponsoring Club; - become aware of all conditions related to a scholarship. <p>When granted:</p> <ul style="list-style-type: none"> - receive the payment of the grant and the Final Report form from the sponsoring Club; - submit Final Report to the sponsoring Club after completion of the study programme/training not later than the end of the year.
<p>SIE Board</p>	<ul style="list-style-type: none"> - receives the proposals for scholarships from the Scholarship Committee; - discusses the proposals with the Scholarship Chairperson at the Board Meeting prior to the Governors' Meeting; - makes a final decision on proposals to be recommended to the Governors.
<p>Governors</p>	<ul style="list-style-type: none"> - receive the complete list of applications for the Governors' Meeting; - receive the proposals to vote on; - make the final decision on the scholarships to be awarded.
<p>SIE Headquarters</p>	<ul style="list-style-type: none"> - sends the Scholarship mailing to the Union and Single Club Presidents, containing all relevant documents to apply; - distributes the summaries of applications to the participants to the Governors' Meeting; - distributes the proposals of the Scholarship Committee to the SIE Board Members; - distributes the proposals of the SIE Board to the Governors.

Instructions for applications 2021-2022

- a. **The Club sends to the candidate** the SCHOLARSHIP WORKSHEET and the LETTER OF ENGAGEMENT provided in the SIE mailing.
- b. **The Candidate** carefully fills in the SCHOLARSHIP WORKSHEET, signs the LETTER OF ENGAGEMENT, **prepares the supporting documents** and **sends** her completed file to the Club.

The supporting documents are the following:

1. Candidate's engagement letter
2. Candidate's motivation letter
3. Letter from the Club or Single Club President who presents the Candidate
4. Letter of recommendation from a Soroptimist member (**if the Candidate is not Soroptimist**)
5. Recommendation by a professional person who knows the Candidate
6. Document attesting that the Candidate is admitted to the studies she asks the grant for



7. Document attesting the ongoing studies
8. The expected budget for the studies or project to be completed
9. **(Dr Suzanne Noël grants only)** Recommendation by a plastic surgeon member of the Association of Plastic and/or Reconstructive Surgery
10. One colour passport-sized photograph of the Candidate

c. **The Club carefully checks** that information given is complete, **scans** the supporting documents and **renames** the scanned files as follows: Country, candidate's family name, name of the document. For instance: ro_popescu_motivation letter.

You are now ready to fill in the requested information and upload the documents to the online Application Form.

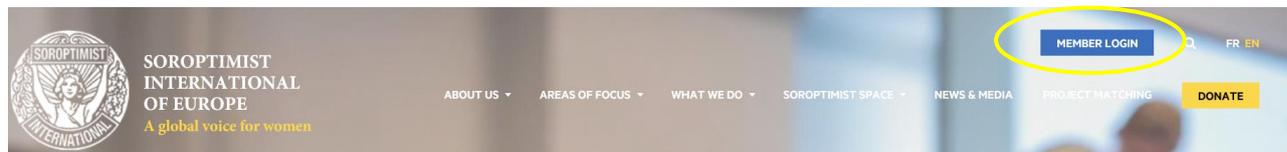
Fill in the online Application Form

Applications for a scholarship grant are to be transmitted electronically, using the Scholarship module situated in the Member Area of the Federation.

Note: Only Club, Union and Single Club Presidents, along with Union Scholarship Committees can access the online application form once they are connected to the SIE Federation Member Area:

To log in, go on <https://soroptimisteurope.org>

And click on Member login (top right).

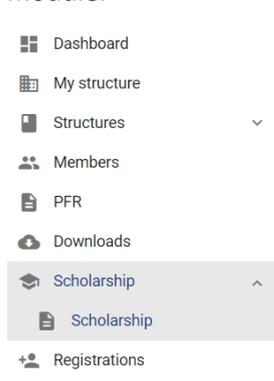


For questions and/or issues in regards to logging in, please click [HERE](#).

If you still encounter difficulties to log in, please contact the SIEHQ at siehq@soroptimisteurope.org



- a. **The Club President** clicks on Scholarship tab on the left side of the screen, to reach the Scholarship module.



- b. She creates an online Application Form by clicking on the button **+New Application**

- c. **The Club President fills in** the online Application Form, screen after screen.

She accesses the next screen using the button **Next**. She can go back using the button **Back**. She can save the application anytime and come back later using the button **Save and finish later**.

- d. **She uploads the scanned supporting documents**, using the button **+Choose**, from page 6 onwards. She uploads any additional documents on page 8.
- e. Once everything is in order (i.e. all required information and documents provided):
- the **Club President** can submit the application to her Union President, using the button **Submit to the union president**. Then she can leave the Scholarship tab by clicking any other tab.
 - The **Single Club President** can submit the application to the SIE Scholarship Committee. (see further on page 7 c. and d.).

Submit the scholarship application to the SIE Scholarship Committee

The Union or Single Club President must now **validate** and **submit** the application electronically to the SIE Scholarship Committee. To do so:

- a. **The Union President** connects to the Federation Member Area - as described above.
- b. **The Union President** clicks on the Scholarship tab (illustrated above) and can see all the applications saved by her clubs. She reviews all the applications that are marked as **Under review of the Union**.

NB: Each **Union** may submit only two scholarship applications.

The Union President and her Board, determine, with the assistance of the Union Scholarship Committee, which two applications will be endorsed and submitted by the Union.

For each two applications, the Union President inserts the endorsement letter duly signed on page 8 of the online form. She saves her changes using the button **Save and finish later**.



Remember: The endorsement letter must be signed by the Club President, the Union Scholarship Committee chair and the Union President.

- c. **The Single Club President** inserts her endorsement letter duly signed on page 8 of the online form. She saves her changes using the button **Save and finish later**.

NB: In countries with only Single Clubs, either the Single Clubs agree among themselves which Club will submit ONE application, or the SIE Scholarship Committee will select ONE application among the applications received from that country.

- d. **The Union or Single Club President** submits the completed application by clicking on the button **Submit to the Committee**.

By doing so, the SIE Scholarship Committee automatically receives the submitted applications on its Scholarship Dashboard.

Please note that, once the SUBMIT button is clicked, the Union or Single Club will not be able to make further changes to the Application, though the SIE Scholarship Committee may request clarifications or additional information.

If so, the Scholarship Committee returns the application and the Club President and/or Union President can make further changes and/or add missing documents. When this is done the Union President/the Single Club President must remember to submit the application again.