



# The Ralph T. Muehleisen Scholarship



## 2022-2023 SCHOLARSHIP PROCEDURE

### Purpose

To encourage qualified degree candidates in seeking academic and career development in the field of building performance simulation and analysis by awarding scholarship.

### Eligible Studies

Scholarships shall be available to undergraduate and graduate degree candidates who are currently enrolled in engineering and/or sustainability academic programs at accredited colleges or universities. Scholarship funds are to be used for courses directly related to engineering and/or sustainability or building energy modeling software training.

### Procedure

1. SCHOLARSHIP COMMITTEE
  - 1.1. The Scholarship Committee shall comprise of current CHIBPSA Board Members and shall consist of a minimum of three (3) and a maximum of (5) members.
  - 1.2. Scholarship Committee will screen candidates for scholarship award.
2. SCHOLARSHIP FUNDING
  - 2.1. During the year, a scholarship drive will be initiated to encourage IBPSA-USA Members and those who participate in local Chapter events to donate to the Ralph T. Muehleisen Scholarship Fund. Fees collected from local Chapter events may be used to fund the scholarship as well. In general, scholarships will be awarded in \$500 categories unless deemed otherwise by the Board (funds restrictions apply).
  - 2.2. The number of scholarships and amount to be awarded in the next fiscal year shall be determined by the Scholarship Committee.
  - 2.3. Scholarship funds will be held by CHIBPSA for disbursement.
3. SELECTION PROCESS
  - 3.1. The call for applications for scholarship awards shall be announced/sent by the local IBPSA-USA Chapter on or before September 1<sup>st</sup> of each year. This will be posted online.
  - 3.2. Applications are to be submitted no later than January 17<sup>th</sup>, 2024. The applications will be submitted electronically to the local Chapter Secretary.
  - 3.3. The Scholarship Committee shall make its selections by January 20<sup>th</sup>, of each year taking into consideration: scholarship, grades, character, financial need, and other qualifying criteria (ex. awards, community work/projects, volunteer work). In awarding scholarships, the preference will first be given to candidates needing aid for the final year; second, to candidates needing aid for the last two years; third, to candidates needing aid for three years; and finally, to first year students. The recipients shall be determined by a majority consensus of the comments received by the Scholarship Committee.
  - 3.4. The announcement of the Scholarship will take place at the during a local chapter meeting (TBD).
4. STUDENT REQUIREMENTS
  - 4.1. The student must be or become an IBPSA-USA Student Member to be considered as a scholarship applicant.
  - 4.2. A personal recommendation must be provided from a faculty member of the school that the student is attending that describes the student's academic standing and character.
  - 4.3. A 100-200 Word Statement from the student explaining why the student wishes to seek academic and career development in the field of building performance simulation and analysis shall be provided.
  - 4.4. Building performance simulation and analysis portfolio and/or examples of academic/independent work (limit to 10 pages).