



2025 CMAA Ohio Chapter Scholarship Application Guidelines

Eligibility Criteria

1. Must have completed a minimum of one full academic year of studies, and must have a minimum of one full academic year remaining prior to completing the degree being pursued.
2. Must be enrolled in an Architecture, Engineering, Construction Management, or other CM-related degree program, and show a strong interest in a career in CM, as demonstrated by a response to the essay questions in the application package.
3. Must be a student member of CMAA.

NOTE: Incomplete applications will not be considered. The application and all associated attachments must be submitted electronically. Hard copies of transcripts, essays and recommendations must be scanned and sent electronically. Hard copy applications and attachments will not be considered.

Scholarship Application Process

Scholarship applications must be submitted directly to the CMAA Ohio Chapter. Be sure to fill out the CMAA Ohio Chapter application completely and submit it with all accompanying attachments electronically to kdyer@gstephensinc.com, no later than May 31, 2025

See the Application Checklist on page 2 for guidance in assembling your application. Page 8 of this application should be provided to your academic/faculty advisor or employer for his/her recommendation, which the advisor/employer will submit directly to the CMAA Ohio Chapter.

Scholarship Review Process

1. The CMAA Ohio Chapter Scholarship Selection Committee will review all completed applications and will make its recommendations to the CMAA Ohio Chapter Board of Directors for approval. Selected winner will be notified on or about June 30, 2025.
2. A scholarship check in the amount of \$1500 will be mailed directly to the student's college/university upon the student's acceptance of the scholarship and CMAA Ohio Chapter's verification of the student's enrollment status. If the student has already paid his/her charges to the school and can provide proof thereof in the form of a statement from the school, CMAA will provide the check directly to the student.

Selection Criteria

The CMAA Ohio Chapter Scholarship Selection Committee will consider the following in selecting the winner of the scholarship:

- Academic performance: 25%
 - Quality of essay on future plans and scholarship interest: 35%
 - Letter of Recommendation of faculty advisor or employer: 15%
 - Extracurricular activities and Employment: 20%
 - BONUS: Student member of CMAA National: 5%
- Helpful Hints

- All sections of the application must be completed in full and submitted electronically. An application submitted missing any of the sections and without a signature will be disqualified from consideration.
- The response to the essay must be typed.
- The subject line of your email when submitting should include your last name and school name. Please submit one email with all completed sections of the application, in one PDF document, including the transcripts but not the Advisor's portion as that comes directly to the CMAA Ohio Chapter Scholarship Committee.
- Please keep a copy of your complete application package and request proof of electronic delivery. The returned proof of delivery will serve as verification that your application has been received. No additional notification will be provided.

Scholarship Application Checklist

- To be considered for the CMAA Ohio Chapter Scholarship, you must complete the following and include it with the application submission, which is to be forwarded electronically as one PDF document with the exception of the Advisor's portion.
 - Completed all sections of the application packet, including: General Information
 - Academic Information, including Current Academic Schedule
 - Included an official transcript from each school attended for undergraduate and/or graduate credit, in plenty of time to meet the application submission deadline.
 - Extracurricular Activities
 - Employment (If applicable)
 - One Essay on Future Plans and Scholarship Interest
 - Signed and dated the application package.

General Information

First Name

Last Name

Birth Date

Street Address

City

State/Province

Postal Code

Country

Phone Number

Email

Current College/University

Address

City

State/Province

Postal Code

Phone Number

CMAA Member? Yes No

CMAA Student Chapter Affiliation Yes No

Are You a CMIT? Yes No

Academic Information

Student Classification at time of Application (year, undergraduate/graduate?)

Type of Degree Sought (BS, MS?)

Anticipated Graduation Date

Cumulative GPA

Major Field of Study

GPA in Major

Minor Field of Study

Please list the names, locations, and dates of enrollment for any other colleges or universities you attended while seeking your current degree.

- 1.
- 2.

Please list any academic honors and awards you've received.

- 1.
- 2.
- 3.
- 4.

Current Academic Schedule and Transcripts

Please attach your current academic schedule. You also must include an official transcript from each school you have attended for undergraduate and graduate credit. Both the current academic schedule and transcript(s) must be scanned from originals or provided electronically. Application packages will not be considered complete unless the current academic schedule and official transcript(s) are included in the overall PDF document

Extracurricular Activities

Please list any extracurricular information you consider to be significant, beginning with the most recent and working back chronologically. Emphasis will be given during judging on activities connected to the CM industry. Do not list every detail about every position or activity. Rather, provide a general sense of your responsibilities and commitment. Attach additional sheets containing other extracurricular activities if necessary.

1. Organization Name

Activity

Date Range

Hours

Description

2. Organization Name

Activity

Date Range

Hours

Description

3. Organization Name

Activity

Date Range

Hours

Description

4. Organization Name

Activity

Date Range

Hours

Description

Employment

If applicable, please enter information regarding your most recent employment. Attach additional sheets containing other employment if necessary

1. From (month/year): To (month/year):

Company Name

Address

Supervisor Name

Your Position

Duties

Hours Per Week

2. From (month/year): To (month/year):

Company Name

Address

Supervisor Name

Your Position

Duties

Hours Per Week

3. From (month/year): To (month/year):

Company Name

Address

Supervisor Name

Your Position

Duties

Hours Per Week

Essay

Applicants must submit one original essay, addressing all of the following topics, to be considered for a scholarship. Please do not exceed two, typed, single-spaced pages.

1. Future Plans

Please tell us why you are interested in a career in Construction Management.

2. Scholarship Interest

Please explain to the CMAA Ohio Chapter Scholarship Committee why you should receive the CMAA Ohio Chapter Scholarship. Include reason(s) beyond the monetary aspect of the award.

3. Potential Impact on the Industry

Please identify how you could potentially benefit the industry and shape its future.

Applicant Signature

By submitting this application package for the CMAA Ohio Chapter Scholarship, 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.

Name: _____ Date: _____

Academic/Faculty Advisor or Employer Evaluation Form & Recommendation Statement

NOTE TO THE APPLICANT: Fill in the first portion of this form before giving it to your advisor.

Applicant's Full Name

College/University Name

Department

Academic or Faculty Advisor

OR

Employer Name

Employer Address

Contact Name

Contact Phone Number

NOTE TO ADVISOR/EMPLOYER: This application (due May 31, 2025) is not complete without your evaluation of the applicant. You are encouraged to provide frank statements about the applicant's academic/work competence, achievements and prospect as a future CM/AEC professional in a one-page recommendation letter.

Your evaluation is confidential and will not be shared with the applicant. The judges consider your evaluation to be very important. Your letter will make up 15% of the applicant's total score.

How long have you known this student? In what capacity?

How often do you see this student?

Once completed, please email this form along with your one-page recommendation letter to kdyer@gstephensinc.com. Please indicate the applicant's last name and school in the subject line of your email. Forms may be scanned and emailed. Recommendation letters should be completed digitally.