



2018 Research Administration Certificate Bursary Application Form

The CARA Bursary Program provides an opportunity for CARA to recognize and support the efforts of members who are advancing their own knowledge and the profession itself through their participation in the [Research Administration Certificate at Mohawk College](#).

ELIGIBILITY

All members of CARA, in good standing (holding CARA membership at the time of the application) who are current Research Administration Certificate students.

SELECTION CRITERIA

The following criteria are **considered** in determining a recipient:

- **ENGAGEMENT:** The individual has been engaged in CARA through activities, committees and/or programs. The individual is committed to continuing to contributing to CARA.
- **LEADERSHIP:** The individual shows qualities that exemplify leadership, motivation and inspiration related to participation in CARA or the profession of research administration.
- **NEED:** The individual demonstrates some degree of financial need.
- **ACHIEVEMENT:** Any notable achievements within the CARA in particular or the applicant's institution/community.

GUIDING PRINCIPLES

That the bursaries be available through an application process that includes criteria based on both merit and need.

That the bursary awarded through CARA belongs to the individual member and are non transferable.

That bursary funds may be used for the following: [Research Administration Certificate](#) at Mohawk College (registration and books and/or CARA membership).

SELECTION

The CARA Executive Committee is responsible for the Bursary Program. All activities of the program shall be in accordance with CARA approved policies and procedures and the above guiding principles. The confidential selection process is conducted by CARA volunteers, at least one of whom is a member of the CARA Board of Directors and their decision is final. The recipients will be notified on an individual basis.

Completed forms must be received by Sarah Lampson, Executive Director by email to executive_director@cara-acaar.ca
 You may also submit this information orally. Please call Sarah Lampson at 289-442-2992 or email her your preferred time for her to call you.



Applicant

Name: _____

Email: _____

Length of Time as a CARA member

Please tell us how long you have been a CARA member:

- Less than 3 years
- Between 3 and 7 years
- Between 7 and 15 years
- Over 15 years

Length of Time Working in the Profession

Please tell us how long you have been working in research administration:

- Less than 3 years
- Between 3 and 7 years
- Between 7 and 15 years
- Over 15 years

Engagement with CARA

Are you an active volunteer with the CARA? Please list examples and durations of your [volunteer](#) activity. You may sign up as a volunteer any time and current students may in particular be interested in serving as [Research Administration Certificate Program Ambassadors](#).

Leadership in CARA

How have you demonstrated the qualities that exemplify leadership, motivation and inspiration related to participation in CARA or the profession of research administration? Will you commit to submitting a poster or paper for CARA 2019?

Achievement in Research Administration

Please note specific achievements you have earned in CARA, at your institution or in the broader research administration community.

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Demonstration of Financial Need

Please describe your financial need and why the funds are needed. You do not need to provide details of your income, simply comment on what professional development funds you have available (if any). Preference will be given to students who did not receive a bursary previously.

Other Comments

Please feel free to include other comments that you feel the committee should know about you. You could include how many courses you have taken to date, how many you have registered for in the spring term or other comments. Note the total amount you are requesting with a breakdown (registration fees, membership and/or books)
