**Question:** What documentation should an applicant provide to demonstrate proof of enrollment?
**Answer:** Applicants should provide the proof of enrollment document provided by their institution. For example: Documentation explained here would meet this criteria:
[https://studentaffairs.jhu.edu/registrar/students/enrollment-degree-verifications/](https://studentaffairs.jhu.edu/registrar/students/enrollment-degree-verifications/) or
[https://www.bu.edu/reg/students/proof-of-enrollment/](https://www.bu.edu/reg/students/proof-of-enrollment/)

**Question:** What NCURA membership levels are eligible to apply?
**Answer:** At this time, there are three categories of membership in the Council: Regular, Associate, and Emeritus. Members in any of these categories are eligible to apply. Individuals who are a part of NCURA’s “Student Affiliate Program” are not eligible for the scholarship as they are not members.

**Question:** How long do I have to be a member to be eligible to apply and how are the years of NCURA membership calculated?
**Answer:** The applicant must be an NCURA member in good standing for at least one year at the time of the application submission and must remain a member throughout the duration of the scholarship award use. The year of NCURA membership must be at least 12 months prior to the application submission and be continuous thereafter until verification of course completion has been provided by the applicant as described in the conditions the scholarship.

For example: Member A was a member from 1989-2015 and their membership lapsed. In order to be eligible for the September 2018 scholarship, Member A must have reactivated their membership no later than September 2017 and then must also maintain an active membership until the verification of course completion is provided by the applicant in accordance with the conditions of the scholarship.

**Question:** Can I apply for funding of completed courses?
**Answer:** Scholarships will support courses in future semesters only.

**Question:** Is clinical research education supported?
**Answer:** Yes, the scholarship supports graduate programs focused on research administration, including clinical research administration.

**Question:** How many times can I apply for the scholarship?
**Answer:** There is no limit on the number of times an individual can apply.

**Question:** How many times can I receive a scholarship from the Education Scholarship Fund?
**Answer:** At this time, an individual can only receive a scholarship once from the Education Scholarship Fund.

**Question:** What information should I include about my employer's tuition reimbursement program?
**Answer:** Please provide a clear and concise explanation of your employer’s reimbursement program and how it relates to your participation in the applicable degree program. Also, you must include a link to your employer’s tuition reimbursement program or a PDF copy of that program.
**Question:** Should my resume include all of my NCURA volunteer activities?

**Answer:** You should include all your NCURA activities, including volunteering at conferences, on committees; presenting at meetings and conferences; publishing in the Magazine or Journal; and so on.

**Question:** When are applications due?

**Answer:** The Education Scholarship Fund generally solicits applications each Spring and Fall. Please check the website for specific application deadlines.

http://www.ncura.edu/Education/ApplyforEducationScholarshipFund.aspx

**Question:** What education programs are eligible for the scholarship?

**Answer:** If you are unsure if your program is eligible, please contact a member of the NCURA ESF Select Committee for clarification. Committee member information can be found at http://www.ncura.edu/Education/EducationScholarshipFund.aspx.

**Question:** What happens if my application is incomplete upon submission? Will I have the chance to make corrections?

**Answer:** Incomplete applications may be returned without review. Please be sure that your application is complete before the submission deadline. In addition, the committee may occasionally ask for additional information or clarification about an item that was included in your application.