New England Parenteral Drug Association
New England Student Chapter Scholarship Policy

Revision 0 (a), Final March 21, 2009

Signatures / dates below

Author:	Jerry Boudreault, President	*Signature On File*
Approvers:	Rusty Morrison, President-Elect	*Signature On File*
	Sarvang Mishra, Secretary	*Signature On File*
	Maryellen Brown, Treasurer	*Signature On File*
	Melissa Smith, Member-at-Large	*Signature On File*
	Louis T. Zaczkiewicz, Member-at-Large	*Signature On File*

Purpose: The purpose of the NEPDA scholarship program is to promote membership in PDA by rewarding promising NEPDA New England Student Chapter members for academic achievement and contributions to the success of the Student Chapter.

Scope: The policy pertains to the NEPDA Student Chapter based at the Middlesex Community College (MCC)

Procedure:

I. Budgeting

a. NEPDA will review the operating budget annually and determine the number of scholarships to award and the value of each. The line item must be approved by Chapter Board members by a vote taken in accordance with Chapter by-laws.
b. Budgetary decisions should consider Global PDA Chapter Financial requirements and chapter goals.
c. The approved allocation should be added to the chapter annual operating budget for submission to Global PDA in accordance with Chapter Financial Principles
d. Scholarships greater than $5,000 will require funds be held in a separate escrow account.
e. The NEPDA President shall notify NEPDA Student Chapter President and Faculty Advisors of approved scholarship award(s) and post the information on the NEPDA website.
f. Funds allocated to scholarships, but not awarded by 30 November of the scholarship year will be rolled back into the chapter's general funds.
g. Applications for the approved scholarships shall be amended to this policy as approved attachments.

II. Acceptance Criteria

a. NEPDA will develop written acceptance criteria for the application process and incorporate into NEPDA Scholarship Application(s) which shall be amended to this policy as approved attachments.
b. Blank Scholarship Applications will be provided to the NEPDA Student Chapter President and Faculty Advisors upon request and will be made available on the chapter website.
c. NEPDA may review and revise the acceptance criteria from time to time, as they deem necessary.

III. Application Process

a. This completed scholarship application must be submitted along with the accompanying documentation to the NEPDA Chapter President by the cutoff date listed on the NEPDA calendar at http://pdachapters.org/newengland/ and scholarship application. No applications will be accepted that are postmarked after the cutoff date.
b. All submissions are final. Once the application is submitted, the applicant will not be provided the opportunity to make additions or revisions.
c. Any willful falsification of data on this application will disqualify the applicant from consideration

IV. Selection Process

a. NEPDA President will compile all applications and supporting documents and forward copies to each Chapter Board member.
b. Each Chapter Board member will review the applications, compare the application to the written acceptance criteria, and provide a written primary and contingent recommendation for each scholarship to the Chapter Secretary.
c. The Chapter Secretary will count the recommendations and notify the Chapter Board in writing of the recipient and contingent recipient for each scholarship. Scholarships shall be awarded by majority vote of the Chapter Board. In the event of a tie, a second ballot will be conducted during a routine Chapter Board meeting. In either case, results will be certified by the Chapter Board in the minutes of a routine business meeting.
d. Only one scholarship may be awarded per person per calendar year

e. NEPDA President will submit the names of scholarship recipients and supporting documentation to Global PDA for approval. The supporting documentation will include copies of applications, certified results, and meeting minutes from the business meeting where the results were certified. Approval is automatic unless PDA Global denies the award within 30 days of receipt.

V. Award

a. Scholarship awards will make a public presentation to the recipient at a routine dinner meeting and will provide Global PDA at least 45 days notice of the event.
b. Scholarships will be paid by the NEPDA Treasurer directly to the bursar of the college or university with instructions to pay 50% in each of two installments corresponding to the start of the semester or at the beginning of the first and third quarters, as applicable.
c. Recipients must continue to meet the acceptance criteria during the period detailed for each scholarship. Failure to comply will result in revocation of the scholarship.
d. Revoked scholarships will be awarded to the contingent recipient for that scholarship.
e. A scholarship recipient, who forfeits the scholarship because they do not attend school during the scholarship term, will be eligible to reapply.

VI. Attachments

a. Two Year Scholarship Application 2009
b. Transfer Scholarship Application 2009

VII. Revision History

Revision Number	Date	Author	Summary of Changes
0	3/21/09	Jerry Boudreault	Initial Policy Version, 2009 Second Year Scholarship and 2009 Transfer Scholarship Applications

New England Chapter of the Parenteral Drug Association
2nd Year Student Chapter Scholarship Application

The New England Chapter of the Parenteral Drug association will award three $1,000 scholarships towards completing a second year of study at Middlesex Community College to up to three members of the NEPDA Student Chapter.

The 2nd Year Student Chapter Scholarship was started in 2009 to award promising NEPDA Student Chapter members for academic achievement and activity promoting and strengthening PDA and the NEPDA Student Chapter.

QUALIFICATIONS:

Applicants must be active members of the Parenteral Drug Association, and have completed a minimum of two semesters of study at MCC. Selection is based on scholastic excellence and participation in chapter activities.

Minimum Acceptance Criteria:

a. Overall GPA of ≥ 3.0 (B) with a Science GPA of ≥ 3.5 (B+/A-) (copy of transcript required with application)
b. A letter of recommendation by Mariluci Bladon or Paul Patev along with another letter from a different instructor(science or non-science)
c. Sealed letter of recommendation from the Student Chapter President indicating good standing and participation status.
d. PDA member for a minimum of one academic year.
e. Participation in PDA activities including, but not limited to: Service as student chapter officer; Attendance at student chapter meetings; Attendance at NEPDA events such as business meetings or dinner meetings; Presentation of posters at NEPDA events; Other contributions to strengthening program

APPLICATION:

Applicants must submit completed application forms and supporting materials by May 15 to:

Jerry Boudreault
Drug Development Resources, Inc.
486 Massachusetts Avenue
Suite 300
Cambridge, MA 02139

<u>THE APPLICATION MUST BE POSTMARKED ON OR BEFORE THE DEADLINE FOR AN APPLICANT TO BE CONSIDERED FOR A SCHOLARSHIP</u>.

Candidates must mail the following:

- ✓ Completed application form with essay
- ✓ A transcript from MCC. Note: An official transcript is required.
- ✓ Sealed letters of recommendation from Paul Patev or Mariluci Bladon and one other member of the MCC faculty.
- ✓ Sealed letter of recommendation from the Student Chapter President indicating good standing and participation status.

NOTIFICATION:

- The recipient will be notified by August 1, 2009.
- Scholarship money will be sent directly to the university or college by the date indicated on the application no later than September 1.
- Scholarship funds may be used for any expense paid by the recipient directly to the Bursar of the institution.

NEPDA Student Chapter 2nd Year SCHOLARSHIP APPLICATION Postmarked by May 15 **Please type or print**	_____Date Received Space for Office Use Only	Please send by regular mail by May 15: 1) Completed application form 2) Transcripts 3) Letters of recommendation 4) **Send to:** Jerry Boudreault Drug Development Resources, Inc. 485 Massachusetts Avenue, Suite 300 Cambridge, MA 02139

Name _____
last first middle

Home address _____
street city state zip

Telephone _____ SS # _____

School address _____
street city state zip

School telephone _____ Date of birth _____

E-mail address _____

Major subject _____ Minor subject _____

Cumulative GPA _____ Science GPA _____

Name of the director of financial aid and address of university office to which check is to be sent _____

NEPDA Chapter leadership position(s) and year(s)

NEPDA Student Chapter activities and year(s) of participation (Do not abbreviate.)

MCC activities and year(s) of participation (Do not abbreviate.)

College honoraries/awards and year(s) of participation (Do not abbreviate.)

Work experience

While attending school (job title, company, year, hrs/week)		While on school break (job title, company, year, hrs/week)

Essay

On one or two separate pages, typed or computer generated and double spaced, introduce yourself and include your career goals, reasons for applying for this scholarship and the impact MCC and PDA has had on your life.

NEPDA Student Chapter Scholarship
APPLICANT AGREEMENT

NEPDA Policies Related to Scholarships

Scholarship Eligibility: Applicants must be active members of the Parenteral Drug Association, and have completed a minimum of two semesters of study at MCC. Selection is based on scholastic excellence and participation in chapter activities.

Scholarship Recipient - Chapter Participation: Scholarship recipients are expected to remain active within their chapter throughout their second year at MCC.

Scholarship Recipient Re-Application: A scholarship recipient who does not return to school during the scholarship term, and thus forfeits the scholarship to the next applicant, is eligible to re-apply and to be considered for a scholarship the next academic year.

I have read the above policies and agree to continue as a participating member of PDA in good standing and acknowledge that, should I not do so, the grant will be revoked and provided to an alternate recipient.

_____

Applicant's Signature Date

New England Chapter of the Parenteral Drug Association
Student Chapter Transfer Scholarship Application

The New England Chapter of the Parenteral Drug association will award no more than one member of the NEPDA Student Chapter a scholarship of $5,000 towards completing their first year as a transfer student to a four year college or university.

The Student Chapter Transfer Scholarship was started in 2009 to award promising NEPDA Student Chapter members for academic achievement and activity promoting and strengthening PDA and the NEPDA Student Chapter.

QUALIFICATIONS:

Applicants must be active members of the Parenteral Drug Association for a minimum of two academic years, have successfully completed the biotech course of study at MCC, and have been accepted to a full time, ABET-accredited baccalaureate program with a life sciences or engineering major. Selection is based on scholastic excellence and participation in chapter activities.

Minimum Acceptance Criteria:

a. Overall GPA of ≥ 3.0 (B) with a Science GPA of ≥ 3.5 (B+/A-) (copy of transcript required with application)
b. A letter of recommendation by Mariluci Bladon or Paul Patev along with another letter from a different instructor(science or non-science)
c. PDA student chapter member for a minimum of two academic years
d. A letter of recommendation from the Student Chapter President indicating good standing and participation status in chapter activities
e. Participation in PDA activities including, but not limited to: Service as student chapter officer; Attendance at student chapter meetings; Attendance at NEPDA events such as business meetings or dinner meetings; Presentation of posters at NEPDA events; other contributions to strengthening program.
f. Accepted as a full time student with a life sciences or engineering major at an ABET-accredited four year college or university

APPLICATION:

Applicants must submit completed application forms and supporting materials by June 15 to:

Jerry Boudreault
Drug Development Resources, Inc.
486 Massachusetts Avenue
Suite 300
Cambridge, MA 02139

<u>THE APPLICATION MUST BE POSTMARKED ON OR BEFORE THE DEADLINE FOR AN APPLICANT TO BE CONSIDERED FOR A SCHOLARSHIP</u>.

Candidates must mail the following:

- ✓ Completed application form with assay
- ✓ A transcript from MCC. Note: An official transcript is required.
- ✓ Sealed letters of recommendation from Paul Patev or Mariluci Bladon and one other member of the MCC faculty.
- ✓ Sealed letter of recommendation from the Student Chapter President indicating good standing and participation status.
- ✓ Acceptance Letter to four year institution

NOTIFICATION:

- The recipient will be notified by August 1, 2009.
- Scholarship money will be sent directly to the university or college by the date indicated on the application no later than September 1.
- Scholarship funds may be used for any expense paid by the recipient directly to the Bursar of the institution.

NEPDA Student Chapter 2nd Year SCHOLARSHIP APPLICATION Postmarked by May 15 **Please type or print**	_____Date Received Space for Office Use Only	Please send by regular mail by May 15: 1) Completed application form 2) Transcripts 3) Letters of recommendation 4) Acceptance Letter **Send to:** Jerry Boudreault Drug Development Resources, Inc. 485 Massachusetts Avenue, Suite 300 Cambridge, MA 02139

Name _____
last first middle

Home address _____
street city state zip

Telephone _____ SS # _____

PDA member Number _____

School telephone _____ Date of birth _____

E-mail address _____

Major subject _____ Minor subject _____

Cumulative GPA _____ Expected date of graduation _____

Name of the director of financial aid and address of university office to which check is to be sent _____

NEPDA Chapter leadership position(s) and year(s)

NEPDA Student Chapter activities and year(s) of participation (Do not abbreviate.)

MCC activities and year(s) of participation (Do not abbreviate.)

College honoraries/awards and year(s) of participation (Do not abbreviate.)

Work experience

While attending school (job title, company, year, hrs/week)		While on school break (job title, company, year, hrs/week)

Essay

On one or two separate pages, typed or computer generated and double spaced, introduce yourself and include your career goals, reasons for applying for this scholarship and the impact MCC and PDA has had on your life.

NEPDA Student Chapter Scholarship
APPLICANT AGREEMENT

NEPDA Policies Related to Scholarships

Scholarship Eligibility: Applicants must be active members of the Parenteral Drug Association, and have completed their course of study at MCC. Selection is based on scholastic excellence and participation in chapter activities.

Scholarship Recipient - Chapter Participation: Scholarship recipients are expected to remain active within their chapter throughout their Junior and Senior years as a transfer student.

Scholarship Recipient Re-Application: A scholarship recipient who does not attend school during the scholarship term, and thus forfeits the scholarship to the next applicant, is eligible to re-apply and to be considered for a scholarship the next academic year.

I have read the above policies. In the event I receive a NEPDA Student Chapter Scholarship, I agree to continue as a participating member of PDA in good standing and acknowledge that, should I not do so, the grant will be revoked and awarded to an alternate.

_____

Applicant's Signature Date