**GRADUATE SCHOLARSHIP PROGRAM DESCRIPTION**

Updated: September 2020

**Canadian Evaluation Society Educational Fund**

The purpose of the Canadian Evaluation Society Educational Fund (CESEF) is to provide

scholarships, awards, and educational opportunities to Canadians wishing to further their

knowledge within the field of program evaluation. Created by the Canadian Evaluation Society,

CESEF is a not-for-profit registered charitable organization (Canada Revenue Agency, Charities

Division registration # 12276 9094 RR0001).

CESEF’s goals and objectives are to:

· promote the integration of program evaluation into practice in Canada.

· provide tangible assistance to Graduate students of program evaluation pursuing studies or internships/mentorships for the purpose of improving the theory and practice of program evaluation.

· obtain resources and in-kind contributions including volunteer time to enable the delivery of assistance to Graduate students, including those through soliciting, obtaining and accepting gifts, donations, and bequests from all sources.

**Graduate Scholarship Program Objectives**

The Graduate Scholarship Program seeks to support the development of theory and practice of program evaluation by facilitating access to education and training to those working in or wishing to work in the field of program evaluation. In doing so, the CESEF hopes to increase the supply of qualified evaluators who can benefit Canadian society through their careers in evaluation,

Although CESEF’s objectives are specific to program evaluation, the objectives of this

Scholarship Program are meant to be broader than just program evaluation, and are meant to:

· Support Graduate students in evaluation to develop research skills while undertaking graduate learning

· Increase Graduate students’ capacity to: learn about evaluation theory and practice; build the capacity to acquire the designation of Credentialed Evaluator; and/or pursue careers in evaluation.

**Program funding**

The Scholarship program is funded by donations received by CESEF as a registered charity, including those received through the Annual Benefit Auction. The scholarship funding is regarded as taxable income for which a T4E will be provided. A restricted fund has been established for the Scholarship Program, and donors or benefactors may specify their donations to the Scholarship Program.

**Value and Duration**

CESEF awards one Graduate Scholarship per year. This is a one-time, non-renewable, 12- month award, valued at $5,000. Successful applicants may simultaneously combine the CESEF Graduate Scholarship award with other awards they have received.

It is our anticipation that successful applicants will be notified of the award status of their application 4-5 months after the scholarship program application closing date. The anticipated date recognizes that this is the first year of launching the Scholarship Awards, and refinements may be necessary as the process moves forward. Awards will be provided in accordance with the academic calendar identified in the student’s application.

**Eligibility to Apply**

To qualify to apply for and hold a CESEF Graduate Scholarship, applicants must meet the following requirements:

· Be a citizen or permanent resident of Canada.

· Be registered in either a **relevant** full-time or part-time PhD, Master's, combined

Master’s/PhD, graduate diploma program or graduate certificate program in program evaluation or with a significant focus on program evaluation; where significant focus is defined as: demonstrating the ability to conduct program evaluations autonomously by the completion of a thesis, major scholarly paper, project, publication, that is made up of evaluation or of evaluation components or of research on evaluation; and/or completing course work in qualitative and quantitative social evaluation/research methods; and/or acquiring knowledge and experience sufficient to conduct, assess and interpret evaluations and related applied research in the field.

· Not be in a breach of a conflict of interest related to his/her employer code of ethics

A second degree in program evaluation is eligible.

· Preference will be given to Graduate students in their first or second year of postgraduate studies specific to program evaluation or with a significant focus on program evaluation as defined above.

· Graduate students who are or will be registered in a combined Master’s/PhD or a fast-track program (accelerating from a master’s program into a doctoral program without obtaining the master’s degree), may apply to the CESEF Graduate Scholarships program for the first or second year of their degree program, provided they have not exceeded 12 months of graduate-level study at the time of the proposed start date of the award. At the time of application, applicants need not be assured admission to a particular university or to a degree program.

· Have achieved first class average based on the pool of applicants received, as determined by transcripts from their previous educational body, in each of the last two years of study **AND/OR** have successfully worked in the field of evaluation for two or more years.

· Have not already received a scholarship from CESEF.

· Scholarship recipients who must interrupt their program of study may defer the remainder of the award provided they communicate a valid justification for the interruption to CESEF (for example, doctor’s certificate in case of illness) and receive approval for this in advance.

**Eligibility to Hold an Award**

At the time of the taking up the award, applicants must:

· Be admitted unconditionally (fulfilled all requirements) in one of the eligible programs in program evaluation as per the eligibility criteria above.

· Provide written confirmation from the institution to CESEF that all conditions of the award have been met. The recipient of a scholarship will communicate with the CESEF

Secretariat at the end of the award providing a transcript attesting that he or she remained enrolled in the program through the award period.

**Application Process**

1. Applicants must ensure that both they and the educational program for which they are requesting support meet the requirements specified in the Eligibility section.

2. Applicants must complete the application form and the required attachments, as described in the application form, and ensure that they reach CESEF by the required date.

**Evaluation Criteria**

An independent Scholarship Selection Committee is mandated by the CESEF Board, through the responsibility of the Scholarship Program Committee Chair, to review applications and make selection decisions. The Committee will evaluate applications based on the following criteria:

Academic Excellence - Weighting: 15%

* Academic excellence – as demonstrated by academic transcripts, awards, distinctions, and description of the program evaluation (specific or related) degree program.

Career Potential in Evaluation - Weighting: 55%

* As demonstrated by quality of skills and abilities to apply CES Competency domains (Reflective, Technical, Situational Management, and Interpersonal Practices), originality, initiative, autonomy, determination, and ability to complete projects within an appropriate period of time. Also demonstrated by work experience, community involvement, and other extracurricular activities.
* These skills and abilities will also be measured by the quality of the research proposal (i.e., description of thesis or dissertation topic/project), work experience (i.e., CV), the letters of appraisal, and evaluation/research contributions (i.e., peer reviewed publications, conference posters, conference presentations, and/or grey literature contributions).

Communication Skills - Weighting: 10%

* As demonstrated by the overall quality of presentation of the application and letters of appraisal (e.g., observed quality of written work and oral presentations).

Financial Need - Weighting: 20%

* As demonstrated with brief explanation of financial need within the 2-page written summary of degree sought through scholarship (e.g., ineligible for other major awards, balancing employment with studies, require funding for project, etc.)

**Competition Process**

**Step 1:** Candidates must send their completed application packages to the Graduate Scholarship Chair email address located on the CESEF Graduate Scholarship webpage. Applications and required materials (i.e. transcripts) as identified in the application must be submitted no later than **4:30PM (CST) on Friday December 11, 2020.**

**Step 2:** CESEF Graduate Scholarship Chair reviews all applications for eligibility, informs the candidates of their eligibility status by email, and forwards the eligible applications to the Selection Committee.

**Step 3:** Using the criteria above, the Selection Committee evaluates the applications and provides a recommendation for funding to the CESEF Board by **[TBD].**

**Step 4:** The CESEF Board approves the award and announces the competition results by **[TBD].** CESEF informs all applicants by email of the outcome of their applications. Competition results are not provided by telephone.

**Step 5:** The competition result is posted on the CESEF website https://cesef.memberlodge.org/ Scholarship-recipients

**Administrative Regulations**

All applicants and recipients must comply with the requirements set out in the CESEF Graduate Scholarship Program. CESEF reserves the right to determine the eligibility of applications based on the information provided therein. CESEF also reserves the right to interpret the program regulations set out in its published materials.

All applicants and recipients are expected to adhere to ethics and values consistent with CES and CESEF.

No applications will be accepted after **4:30PM (CST) on Friday December 11, 2020.**

Award of scholarships is subject to available funding.

**Payments to Award Winners**

Payments to successful recipients will be forwarded directly to the address provided on the application form. A single payment will be made once proof of registration has been received. It is the responsibility of the successful Scholarship recipient to inform CESEF of any address changes.

T4A forms will be sent by CESEF to the awarded by CRA required dates. All scholarship awards must be claimed by the individual, and therefore your Social Insurance Number will be required to process the T4A form.

**Reporting requirements**

Successful applicants must complete a short report within three months of the end of their funding period, describing their educational progress and the benefit of the scholarship. Upon successful completion of the report, a short bio recognizing the candidate will be posted on the CESEF website. Additionally, with the candidate’s permission, excerpts of these reports may be used by CESEF to promote the scholarship program.

**Intellectual Property**

The Intellectual Property arising from the submitted papers, presentations, publications while the recipient is receiving the funds will remain vested with the student.

**Evaluation of the Program**

As part of good evaluation practice and to ensure that the program is meeting the needs of the recipients and of CESEF, the recipients might be requested to participate in an evaluation of the program at a later date.

For further information, Graduate students may contact:

Dr. Linzi Williamson

Graduate Scholarship Program Chair, CESEF

[scholarship@cesef.ca](mailto:scholarship@cesef.ca)