

**American Society of Nepalese Engineers (ASNEngr)****E-mail: [info@ASNEngr.org](mailto:info@ASNEngr.org)****<http://www.ASNEngr.org>****Guidelines for Scholarships, Awards and Grants****(November 25, 2011)****Introduction**

The American Society of Nepalese Engineers (referred as ASNEngr or Society here after), incorporated in the State of South Carolina on September 24, 2007, is a tax-exempt (under Section 501 (c) (3) of the U.S. Federal Government IRS Revenue Code) non-profit organization of engineers, scientists and technologists. Its main objectives are to provide a common platform and bring together people of Nepalese heritage and culture and other interested individuals who are engaged in the profession of engineering or closely related scientific and technological areas to support each other, exchange ideas, and promote engineering and technological advancement and services in the U.S., Nepal and across the globe. To fulfill its mission and objectives, the American Society of Nepalese Engineers (ASNEngr) plans to offer a variety of scholarships, grants and awards to students, faculty members, and others.

The Society will request for proposals for these opportunities through its website, brochures/flyers, and other sources, as deemed necessary. Eligibility and application requirements regarding the submission of proposals are specified in this document. *Non-compliance with the guidelines may constitute reason for rejection of the proposal.*

**Type of Opportunities**

The society envisions offering the following scholarship, grant and award opportunities:

- (a) Scholarships to students in engineering and closely related scientific and technology areas;
- (b) Grants for student design/research projects in engineering and technology areas;
- (c) Research and educational grants to college and university faculty members in engineering and closely related disciplines; and
- (d) Miscellaneous grants/awards including travel grants and honorarium.

**Eligibility and Application Requirements**

All application documents to be completed by the applicants must be prepared typed, single spaced on a standard size paper with 2.5 cm (1 inch) margin all sides using the Times New

Roman font style with 12-point font size, unless otherwise explicitly mentioned in the description below.

### **I) Scholarships**

- An applicant must be a student enrolled full-time in an accredited engineering/science college or university.
- The applicant must be an individual of Nepalese origin/descent/heritage and is required to furnish proper document(s) to show that he/she meets this eligibility criterion. The applicant must demonstrate academic merit/achievement, including grades, rank in class, awards and recognitions, if any, and present high school and/or college level transcripts.
- Students both at the undergraduate as well as graduate levels are eligible to apply for this opportunity.
- The primary emphasis will be on the potential for the scholarly merit of the applicant. However, additional consideration may be given for significant need for scholarship support to enhance applicant's engineering/scientific/technical education. The applicant must explain and present supporting facts for such consideration.
- The applicant must submit a brief essay, maximum of two (2) single-spaced pages, describing why he/she is seeking the scholarship.
- The applicant must submit a brief statement of one to three single-spaced pages outlining his/her educational and career goals as well as professional aspirations. The applicant should also indicate area(s) of study she/he is considering making her/his career.
- The applicant must submit letters of reference from two faculty members.
- The applicant must submit a one-(1) page current CV (curriculum vitae) in a standard format typed with no less than 10-point font size.
- The applicant must submit the high school/college transcripts.

### **II) Grant for Student Design/Research Project**

- The design/research project can be at the undergraduate or graduate level. Preference shall be given to proposals submitted for the Bachelor's Senior Year Design projects.
- The bachelors' degree design projects must be performed collaboratively in a team of two or more individuals. The project must be carried under the supervision of a full-time faculty advisor.
- Application must be submitted by the team, not by one member of the team. At least 50% of the team members must be individuals of Nepalese origin/descent/heritage. Applicants must furnish proper document(s) to show that he/she belongs to the Nepalese origin/heritage.
- All team members must be enrolled full-time in an accredited engineering/science college or university.

- All team members must demonstrate academic merit/achievement, including grade and rank in class.
- The team must submit a description of the proposed project not exceeding five (5) single-spaced pages. The proposal should describe why the team seeks the grant and how it intends to contribute to the benefit of the society and/or the engineering/scientific advancement in Nepal. The proposal should address the following issues:
  - A clear description of the proposed work to be performed.
  - Statement should describe problem that the project will attempt to address.
  - Description of the significance and relevance of the project.
  - How does this project support or contribute to enhance professional ability?
  - How feasible is the proposed project?
  - Describe the methodology and approach.
  - Describe the technological innovation of the proposed work.
  - Describe the expected outcome of the project.
  - Describe applicants' previous research experience and background, if any.
  - A detailed and realistic budget and a clear justification of expenditures.
- Team members must describe briefly what makes them qualified to conduct the proposed project.
- Each team member must submit his/her academic merit/achievement (awards and recognitions, if any), including high school and college transcripts.
- The team must submit letters of reference from at least 2 faculty members, one of whom must be the faculty advisor for the proposed project.
- The proposal must demonstrate/justify the financial need.
- Each team member must submit his/her current one-page CV (curriculum vitae) in a standard format typed with no less than 10-point font size.
- The society may also offer its topics to offer grant for the projects.

*Note: If the funding request is for a design/research project by a graduate student, all of the above-mentioned materials must be submitted, as applicable, by the individual applicant.*

### **III) Research and Educational Grants:**

#### **(a) Faculty Research and Educational Grants**

- An applicant must be a full time faculty in engineering or closely related scientific areas. Preference will be given to those from colleges/universities in Nepal or North America.
- He or she must be an individual of Nepalese origin/descent/heritage and have significant interest in enhancing the engineering/scientific and technical research and

education. The applicant must furnish proper document(s) to show that he/she belongs to the Nepalese origin/heritage.

- The research grant is intended to funding new or supplement existing project that is designed to lead to a publication in an engineering/scientific journal and/or a conference publication/presentation at recognized national and international conferences.
- The applicant must demonstrate that he/she is qualified to conduct a program of original research.
- The applicant must have access to institutional resources necessary to conduct the proposed research project.
- Application must be submitted through an eligible institution, normally his/her own institution.
- An applicant must submit a research proposal not exceeding ten (10) single-spaced pages as described below.
  - **Statement of Need:** State a clear and concise description of the need for the problem to be solved and area to be addressed. Provide enough details to clearly state the needs and expectations.
  - **Objectives of the Research:** Describe the technical objectives on which the research team is expected to focus. The goals of the research should be clearly identified.
  - **Background and Significance of Work:** A brief summary of preliminary literature findings and additional information that demonstrates the project is not a duplication of other ongoing or completed work. The proposal should provide enough detail to adequately document the state of the current practice.
  - **Methodology/Approach:** Research methodology including tools and application shall be described in sufficient detail to permit evaluation of the probability of success in achieving the objectives.
  - **Expected Benefits:** Describe the summary of the benefits anticipated from the research findings.
  - **Work Plan:** The work plan shall completely detail the progression of the research. It should describe how the study will be structured to meet each objective. To the extent possible, it should identify time schedules and describe how the activities will be carried out.
  - **Facilities:** Provide a description or list of the general facilities at the researcher's disposal that are necessary to conduct the work.
  - **Qualifications of Research Applicant/Team:** A brief description of the applicant's academic, industrial, professional, and/or research experiences on closely related, problem area of the project.
  - Include a two (2) page resume/curriculum vitae of each faculty member involved in an appendix (This does not count toward the page limit for the proposal. The CV should be prepared in the standard format typed with no less than 10-point font size.

- The applicant is strongly encouraged to engage at least one full-time enrolled student in the conduct of the proposed research.
- Collaborative proposals are highly encouraged, especially between faculty members in the U.S. and Nepal.
- The proposal must include a letter of consent from the applicant's institution. The proposal duration can be 1 or 2 years.
- The grant recipients must submit a three-page progress report every 6 months, and a final report not exceeding 10 pages, upon the completion of the project.

**(b) Other Professional Development and Workshop Grants**

These grants are offered to the engineers, scientists or technologists to conduct workshops or training sessions directly benefitting the Nepalese engineering, scientific communities in Nepal, the U.S., or beyond.

- An applicant must be the Society member in good standing.
- He or she must be an individual of Nepalese origin/descent/heritage and have significant interest in enhancing the engineering/scientific and technical education. The applicant must furnish proper document(s) to show that he/she belongs to the Nepalese origin/heritage.
- The proposed project must be designed to lead to a training or workshop of significant benefit to the Society's members across the globe.
- The applicant must demonstrate that he/she is qualified to conduct the training or workshop.
- The applicant must have access to resources necessary to conduct the proposed project.
- The applicant must submit a proposal for the intended activities not exceeding 10 single-spaced pages as described below:
  - Statement of Need: State a clear and concise description of the need for conducting workshops or training sessions and how it is going to benefit the community.
  - Background and Significance of Work: A brief summary of preliminary literature findings and additional information that demonstrates the project is not a duplication of other ongoing or completed work. The proposal should provide enough detail to adequately document the state of the current practice.
  - Methodology/Approach: Methodology including tools and application shall be described in sufficient detail to permit evaluation of the probability of success in achieving the objectives.
  - Expected Benefits: Describe the summary of the benefits anticipated from this workshop or training sessions.

- Facilities: Provide a description or list of the general facilities that are necessary to conduct the work.
- Qualifications of Applicant/Team: A brief description of the applicant's academic, industrial, professional, and/or research experiences on closely related, problem area of the project.
- Include a (2) two page resume/curriculum vitae of each principal and co-principal investigator involved in an appendix. (The CV does not count toward the page limit for the proposal. The CV should be prepared in the standard format typed with no less than 10-point font size).

#### **IV) Miscellaneous Awards**

Miscellaneous awards shall primarily consist of travel grants to Nepalese students presenting research papers at engineering or technical conferences, individuals invited to deliver keynote speech at the Society's Annual Conference/ Workshop, individuals invited to receive special recognition by the Society for their exceptional achievements, and others as determined by the ASNEngr Executive Committee.

The general requirements for these awards shall be as follows:

##### **(a) Travel Grants to Students:**

- An applicant must be enrolled full-time in an accredited engineering/science college or university.
- The applicant must be an individual of Nepalese origin/descent/heritage and is required to furnish proper document(s) to show that he/she meets this eligibility criterion.
- He/she must have been approved for presenting an engineering or scientific paper at an engineering or scientific conference. A copy of the approved abstract/paper and an evidence of the approval of the abstract/paper for presentation must be attached with the application.
- The applicant must submit a brief statement not exceeding two (2) single-spaced pages of his or her educational and career goals as well as professional aspirations. The applicant should also indicate in which area(s) of study she/he is considering making her/his career.
- The applicant must submit a letter of reference from his/her faculty advisor.
- The applicant must demonstrate the financial need.
- A budget for the total expenses for attending the conference must be submitted.
- The applicant must explain how she/he will meet other expenses.
- The applicant must submit resume/curriculum vitae not exceeding two pages.

**(b) Honorarium/Awards and Other Travel Grants:**

- Honorarium or travel grants may be awarded to individuals who are invited to deliver keynote lecture at the Society's Annual Conference/ Workshop, or to receive recognitions by the Society for their exceptional achievements or contributions.
- By a majority vote, the ASNEng Executive Committee shall decide whether to award the honorarium or travel grant to an individual as well as the amount of the award.
- Members of ASNEng shall also be eligible to receive such travel grant or honorarium, if they are selected for delivering keynote lecture at the Society's Annual Conference and other conference of national and international stature.
- The individual need not be of Nepalese origin/descent/heritage.

**When, how and where to submit**

The awards, grants and scholarship program announcement along with the deadline for submission of the application shall be posted on the Society's website ([www.ASNEng.org](http://www.ASNEng.org)). The committee with consultation with ASNEng Executive committee will also directly approach viable engineering college in Nepal for awarding scholarship. The stated deadline shall be strictly observed. No late application/proposal shall be accepted and no exceptions shall be considered.

All the applications must be submitted electronically to the Chair of the ASNEng Awards, Grants and Scholarship Committee via e-mail [awardschairasnengr@gmail.com](mailto:awardschairasnengr@gmail.com)

**Limitations**

- The grants program is not intended to provide any form of educational loan.
- Grants will not be awarded for course development, publication costs, or travel that is not directly associated with the scholarly activities.
- No overhead or processing fee should be charged to any society grant and scholarship award.
- The amount of each award will be limited to the funds available and/or donations received.

**Awards, Grants and Scholarships Committee**

The Awards, Grants and Scholarships (AGS) Committee of the Society consists of a Chair, a Vice Chair, a Secretary, and three (3) to five (5) additional members ( or more if the Committee



Chair determines it necessary). With the approval of the ASNEngr Executive Committee, the President of the Society appoints the Chair of the Committee. The Vice Chair and Secretary are selected by the Chair of the Committee in consultation with the members of the committee. Only ASNEngr members in good standing are eligible to serve on the Committee. The formation and dissolution of the Committee rests on the decision of the ASNEngr Board of Directors.

The main responsibilities of the AGS Committee include the following: (1) invite/solicit applications for the ASNEngr awards, grants and scholarships opportunities, review them, select the best qualified application(s), and submit the recommendations to the ASNEngr President; (2) raise funds for the Society to offer the awards, grants and scholarships; (3) make changes/amendments, as needed, to this guidelines and submit for approval to the ASNEngr Executive Committee; and (4) other related activities as requested by the Society's President or Executive Committee.

After receiving recommendations from the AGS Committee, the Society's President will forward the recommendation to the Executive Committee for discussion and final approval (The President, if deemed necessary, may also forward the recommendation to the ASNEngr Board of Directors for their final approval.) The grant recipients will be evaluated and selected through a review process and external reviewers may be invited by the Committee, if deemed necessary. The selection of recipients will be based on the quality and strength of the proposed activities. It is the intent of the Society to award the scholarship/grant to the most deserving and qualified applicants through a competitive process. Consideration for awards will be based on criteria established by the Committee and reviewed periodically by the Society's Executive Committee.

The Committee reserves right to verify/check and requests for explanation on any application documents submitted by the candidates. The Committee also may contact various authority for confirming the submitted documents and proof of eligibility. The amount of each award in each category will be decided by the ASNEngr Executive Committee, in consultation with the Board of Directors and will depend on availability of funds.

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