
AWARD GUIDELINES FOR THE CAIR SAMUEL AGRONOW SCHOLARSHIP

In Memory of Samuel Agronow

Sam Agronow had a long and distinguished career in institutional research (IR) spanning a number of institutions including Riverside County Schools, the University of California, Samuel Merritt College, and Saint Mary's College. Sam also served as CAIR's president in 2007-08 and participated on the Board for several years, helping to shape and improve the organization.

Colleagues of Sam remember him for many of his admirable qualities, but in particular for his breadth of experience in higher education and his service to CAIR. Many remember his positivity and generosity as a colleague, the value he placed on professional development, his creativity and excellence as a data analyst, and his belief in the value of higher education as a public good.

Scholarship Award Purpose

The purpose of the Sam Agronow Scholarship is to support the education of California residents pursuing a degree or certificate in preparation for a career in the field of IR while maintaining an affiliation with an IR office **OR** for those early-career IR professionals (i.e., in the field less than 3 years) pursuing educational or professional development in the field of IR.

Scholarship Award Coverage

The Sam Agronow Institutional Research Scholarship is a non-renewable \$2,000 scholarship awarded to one recipient each year.

Recipients may use the Scholarship to cover the cost of educational

program expenses in preparation for a career in a field of IR, CAIR conference attendance, access to IR resources (e.g., AIR membership, journals/magazines/books), and/or professional development activities (e.g., workshops, seminars, AIR online courses).

The Scholarship recipient will be featured on the CAIR website and recognized at the CAIR conference.

Scholarship Award Eligibility

Before completing an application, please review the eligibility requirements.

1. The applicant must be a California resident as defined by his/her college/university or place of employment.
2. The applicant must be pursuing a degree or certificate program in preparation for a career in the field of institutional research with an affiliation to an IR office **OR** working within the field of IR for 3 years or less and would like to pursue educational or professional development opportunities.
3. Applicants who have received the Sam Agronow Scholarship in the past are not eligible for the award again.
4. The scholarship will be disbursed contingent upon proof of enrollment in a degree or certificate program in preparation for a career in the field of IR during the current or subsequent term **OR** proof of employment in the field of IR for fewer than 3 years.
5. CAIR has the discretion to not award the scholarship if it finds no clearly outstanding applicant.
6. CAIR has the discretion to distribute award funds as it deems most appropriate.

Scholarship Award Application Requirements

There are two tracks available to applicants, each applicant will need to select which track they are applying to.

Track 1- Student is for those who are students pursuing education in preparation for a career in the field of IR while maintaining an affiliation with an IR office (e.g., internship, part-time work, shadowing, etc).

Track 2- Early-Career is for early-career IR professionals who are employed full-time within the field of IR for 3 years or less.

1. Application

Track 1- Student application will request the student to report information on their degree or certificate information, name of college or university in which the applicant is enrolled, expected date of completion of the degree or certificate and information on an affiliation (e.g., internship, part-time work, shadowing, etc) with an IR office.

Track 2- Early Career application will request the applicant provide information about place of employment, work experience, and years in the field.

You can access the application [here](#).

2. Statement

Track 1- Student applicants will submit a 1-2 page statement describing

1. How the applicant is preparing for a career in IR
2. How the applicant plans to use the funds to emulate at least one of the qualities Sam's colleagues particularly remember him for:
 - a. his breadth of experience in higher ed and his service to CAIR,
 - b. his positivity and generosity as a colleague,
 - c. the value he placed on professional development,
 - d. his creativity and excellence as a data analyst, and
 - e. his belief in the value of higher education as a public good.

Track 2- Early-Career applicants will submit a 1-2 statement describing

1. How the applicant will continue their learning and development as an early-career IR professional.
2. How the applicant plans to use the funds to emulate at least one of the qualities Sam's colleagues particularly remember him for:
 1. his breadth of experience in higher ed and his service to CAIR,

2. his positivity and generosity as a colleague,
3. the value he placed on professional development,
4. his creativity and excellence as a data analyst, and
5. his belief in the value of higher education as a public good.

3. Budget / Use of Funds

Both *Track 1- Student* and *Track 2- Early-Career* applicants are required to submit a proposed budget detailing how they will use all the scholarship funds. In instances where the scholarship award will not cover the full amount of the costs, provide an explanation for how the remainder of the costs will be covered.

4. Letter of Support

Track 1- Student applicants are required to submit two letters of support.

1. One letter of support should come from a faculty member associated with your educational program,
2. Another letter should come from someone in an IR office where you have interned, worked part-time, or shadowed.

Both letters of support should speak to the applicant's goals, potential contributions to the field of IR, and why the applicant is a strong candidate.

Track 2- Early-Career applicants are required to submit two letters of support.

1. One letter of support should come from your direct supervisor
2. Another letter can come from another professional associate.

Both letters of support should speak to the applicant's goals, past or potential contributions to the field of IR, and why the applicant is a strong candidate.

The letter from a supervisor should specifically include support of the educational or professional development plans and oversight and approval of the proposed budget.

Award Scholarship Deadline

The deadline to apply, including submission of both letters of support, is **Monday, August 30, 2020 by 11:59PM PST**. To access the application, [click here](#).

Upon submission, an email with instructions will be sent to those designated to write a letter of support.

Awards and Scholarship Committee

The standing CAIR Awards and Scholarship Committee will review all applications. The Committee will provide the Board with its recommendation(s) for a recipient. The CAIR Board will then select one applicant to receive the Scholarship.

The Committee is made up of board members and volunteers who are professionals in institutional research.

To avoid conflict of interest, Committee members may not provide a letter of support for any of the current applicants. Committee members with an affiliation with any of the applicants should recuse themselves from reviewing their application.

For more information or questions, please contact Dr. Cheryl Harris at cheryl.harris@cair.org