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## **Virginia Talent + Opportunity Partnership Call for Applications Professional Development Scholarships for Graduate Students**

### **Description and Purpose of Scholarships**

#### **Overview**

Scholarships for professional development are made available through the Virginia Talent + Opportunity Partnership (V-TOP), a public-private partnership formed between the Virginia Chamber Foundation, the Virginia Higher Education Business Council, and the State Council of Higher Education for Virginia (SCHEV). V-TOP is tasked with creating greater connectivity between students, institutions of higher education, and the employer community to expand paid and credit-bearing internships and other work-based learning opportunities (job shadowing, tours, mentorship, externships, apprenticeships, field experiences, etc.). V-TOP is organized through the Commonwealth Innovative Internship Fund and Program and administered by SCHEV.

Scholarships are available to professionals currently working in the field and graduate students in selected degree programs who intend to pursue careers in this field. **These instructions are for applications by graduate students.** The application instructions for working practitioners are available on <https://virginiatop.org/highered/professional-development-scholarships/>

#### **Statutory Authority**

In 2019, the Virginia General Assembly enacted into law the Innovative Internship Fund and Program ([Va. Code § 23.1-903.4](#)). The purpose of the program is to expand paid and/or credit-bearing student internships and other work-based learning opportunities in collaboration with Virginia employers. The program comprises institutional grants and a statewide initiative to facilitate the readiness of students, employers, and institutions of higher education to participate in internships and other work-based learning opportunities.

**Scholarships for professional development facilitate the readiness of Virginia institutions of higher education to scale high-quality paid internships and other**



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**work-based learning opportunities and to support students throughout the experience.**

Scholarships are state funds and are subject to the rules and regulations governing state appropriations.

### **Applicant Eligibility**

**Eligible applicants are graduate students who intend to follow a career that involves connecting students, institutions of higher education, and the employer community to expand paid and credit-bearing internships and other work-based learning opportunities.** Examples of such career goals include: working in the career services office at a college or university; career and technical education at a high school; human resources at a company when the role includes recruiting student interns; and research with a focus on college to career transitions, etc.

Graduate students should explain in the application how their career aspirations relate to advancing work-based learning in Virginia.

If you are eligible to apply as a graduate student and are also already working in a job similar to the ones listed above, you may choose to use the practitioner application form, even if you are not eligible to apply as a practitioner (for example, if you are not employed by an eligible institution but are working at a company or in a PK-12 school). Please read the Call for Applications for practitioners closely when making this decision. Your application will be scored by the review panel using the practitioner scoring scheme, rather than the review criteria in this document. If you choose this option, please be sure to explain your graduate student status somewhere in the application.

Graduate students must be enrolled at an eligible institution in one of the following programs:

- Education
- Counseling/School Psychology
- Human Services/Social Work
- Human Resources



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Eligible institutions are (1) Virginia public institutions of higher education, including community colleges; (2) Virginia private non-profit institutions of higher education that participate in the Virginia Tuition Assistance Grant (TAG) Program. Students enrolled and \ taking courses at a Virginia higher education center (IALR, NCI, RHEC, SVHEC, SWVHEC) are also eligible.

Graduate student **recipients** are **ineligible** to apply for **one year from the previous application date.**

### **Scholarship Types, Number of Awards, and Amounts**

Scholarships may be awarded to support conference presentations/attendance and/or fees for membership in professional organizations.

The amount of a scholarship will vary by category. Applicants may request up to the amounts listed below; awards may be for a lower amount.

- Conference presentation/attendance and/or membership fees: up to \$2,500

### **Allowable Uses of Funds**

Scholarship funds may be used for expenses related to presenting at or attending a conference and/or membership in a professional organization, including but not limited to the following:

- Conference registration fees, including pre-conference sessions
- Domestic travel following state travel regulations (i.e., mileage at the IRS rate; coach or economy class airfare; ground transportation; rental car; etc.)
- Up to four nights of lodging (following state regulations)
- Parking
- Tolls
- State per diem rates for meals and incidentals for overnight travel
- Costs associated with a presentation (i.e., handouts, posters, displays, etc.)
- Membership fees for professional organizations



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Scholarship funds may **NOT** be used for:

- International conferences
- International travel
- Membership dues in organizations based outside the U.S., unless the membership is for a U.S. chapter

**Scholarship funds must be spent within 12 months from the award announcement date.**

### **Recipient Requirements**

Conference scholarship recipients are expected to attend a full complement of educational sessions and networking events held during the conference.

**Within seven business days of returning from the conference/obtaining membership:**

- If the recipient will be presenting at the conference, then the recipient must plan to offer the presentation to an audience in Virginia, to be recorded for a resource library.
- Either: 1) email Carolyn Sutphin at [carolynsutphin@schev.edu](mailto:carolynsutphin@schev.edu) to set up time (~15 minutes) to record a video of your scripted response to the questions in the linked form below or 2) if you prefer, simply provide your written responses via the [form response link](#). Responses (video and written) will be posted on <https://virginiatop.org/highered/professional-development-scholarships/>

Recipients of conference scholarships and recipients of scholarships for membership fees should also consider other activities, such as:

- Posting on social media while at the conference and referencing V-TOP support
- Participating in an interview with the V-TOP intern for the newsletter
- Volunteering to serve on the scholarship application review committee
- Becoming involved in the professional development organization, i.e., volunteering at a future event and/or joining a committee

### **Application Deadlines and Award Announcement Dates**



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Applications are accepted on a rolling basis. Applications for conference presentation/attendance scholarships ARE STRONGLY ADVISED to be submitted at least three months prior to the conference date to ensure timely processing for those who receive awards.

### **Application and Submission Information**

#### **Contents of Application**

Applications must be submitted online using the following form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=geUKYsFOoE-GQV2fOGxzCXp7k9rSavNPuV2Ti8IdJR1UQ1BTNU9IMjdMMDIEQkpaWVRGWjRTWVdZRS4u>

See the link to the empty application form. Please gather the information requested, prior to starting the online application process. Note that you must separately email your resume and three other forms that you can download from the links in the or from the website. Send these forms to [carolynsutphin@schev.edu](mailto:carolynsutphin@schev.edu).

- Resume/CV
- [Scholarship Travel Estimate or Membership Dues Form](#)
- [Virginia W-9](#)
- [Scholarship Photo Release Form](#)

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**The online application must be completed in one session. If you close the application form window, you will lose all the answers you have already entered. You will not be able to return to the form later to complete it.**

**To expedite the process, use the template/pdf of the form and gather, download, and fill out the required documents PRIOR TO accessing the online application form. The required attachments should be sent to [carolynsutphin@schev.edu](mailto:carolynsutphin@schev.edu) at the time of the application submission.**

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**Application Processing, Review Criteria and Award  
Application Processing**



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Review of applications is a two-step process. First, SCHEV staff will conduct an administrative review to ensure that the application is complete and conforms to the eligibility and other requirements in this Call for Applications. Some applicants may receive follow-up questions from SCHEV staff. Late, incomplete, or ineligible applications will be eliminated from consideration for that review round.

Conforming applications will move to the second stage for evaluation and ranking by a team of interagency and intra-institutional professionals with relevant experience and knowledge. The review team will assess proposals based on the criteria below.

### **Review Criteria**

Applications will be evaluated and assessed for impact based on factors such as:

- Whether the applicant's career goals involve the advancement of work-based learning, such as through connecting students to internships and supporting students throughout their experience, and the relationship of the conference's educational opportunity to those future career goals (long-term)
- In addition to the candidate's plan to apply the skills and knowledge gained to benefit their own careers, the extent to which the candidate plans to apply their new knowledge to benefit their programs, other students and/or their communities (short-term, prior to graduation)
- Application readability, grammar, and punctuation
- Compliance with application instructions
- Overall impact, such as the candidate's eagerness to learn, future potential contributions of the applicant to the advancement of work-based learning in Virginia and/or nationally, etc.

### **Award**

SCHEV leadership and staff will examine the review team's assessment of the applications and make the final decision regarding awards. SCHEV staff may negotiate with applicants prior to making award decisions. SCHEV could consider many factors in making awards, including but not limited to the consensus evaluation expressed by the review team, reviewer comments, quality of the application, geographic distribution, and distribution across



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institutional types. In addition to the Recipient Requirements described above, additional terms and conditions of the award are described in the last section of the application (see Appendix).





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## **Appendix: Graduate Student Application for Professional Development Scholarship**

**All applications must be completed online.**

**The online application must be completed in one session. If you close the application form window, you will lose all the answers you have already entered. You will not be able to return to the form later to complete it.**

**To expedite the process, use the template/pdf of the form and gather, download, and fill out the required documents PRIOR TO accessing the online application form. The required attachments should be sent to [carolynsutphin@schev.edu](mailto:carolynsutphin@schev.edu) at the time of the application submission.**

Link to online application form for graduate students:

<https://forms.office.com/Pages/ResponsePage.aspx?id=qeUKYsFOoE-GQV2fOGxzCXp7k9rSavNPuV2Ti8ldJR1UQ1BTNU9IMjdMMDIEQkpaWVRGWjRTWVdZRS4u>

### **Attachments and Forms to Upload**

Please email your resume, then find the three forms referenced below on the SCHEV website, fill them out and send them to [emilysalmonschev.edu](mailto:emilysalmonschev.edu).

### **Forms/Documents Needed:**

- Resume or CV
- [Scholarship Travel Estimate or Membership Dues Form](#)
- [Virginia W-9](#)
- [Scholarship Photo Release Form](#)