



## QRCA Global Outreach Scholarship Guidelines

Please direct any enquiries to QRCA's Assistant Executive Director, Darrin Hubbard

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- A. **The Scholarship shall be known as the QRCA Global Outreach Scholarship**  
One recipient per annum will be awarded a Scholarship. Recipients shall receive:
1. free access to attend the QRCA Annual Conference in the autumn of the year that the Scholarship is awarded;
  2. travel and accommodation expenses associated with attending the conference, up to a total of \$1,000 US.
- B. **Applications must be submitted** on the QRCA Application Form, which can be downloaded from the QRCA website at [www.QRCA.org](http://www.QRCA.org) or requested from QRCA's Assistant Executive Director, Darrin Hubbard, via email at [assistantexdir@qrca.org](mailto:assistantexdir@qrca.org). Applications must also include a one page Personal Statement from the applicant, and two Referee Forms completed by Referees in support of the application. The Personal Statement and Referee Forms will provide the most important criteria for selection of the successful Recipient.
- C. **Preference will be given to Applicants who fulfill the following qualifying criteria:**
1. Resident of a country outside the USA, UK and Canada.
  2. Have completed University level degree study.
  3. Currently employed in qualitative research and have been employed for 1 to 2 years in qualitative research (not necessarily with the same employer).
  4. Fluent in English language (oral and written).
  5. Have not attended any previous QRCA Annual Conference or been selected as a speaker at the QRCA Annual Conference.
  6. Member of QRCA or qualified non-member.
- D. **Application process:**
1. Application Form must be complete. Please do not leave any blanks – include N/A if not applicable.
  2. By submitting this application, the Applicant affirms that the information provided is accurate to the best of their knowledge and grants permission for the Selection Committee to contact any Referees they list.
  3. Each application must be accompanied by the following:
    - a. One (1) page only, typed (preferred), single or double-spaced Personal Statement indicating career plans, reasons the Applicant is applying for the Scholarship and why the Applicant feels they merit the award, and any additional information about the Applicant that is felt to be relevant and that is not otherwise included in the Application Form.
    - b. Two (2) completed, signed and dated Referee Forms, one of which must be from the Applicant's current employer. To ensure independence of referees' comments, a copy of the Applicant's completed Application Form should be given to each referee, together with the appropriate Referee Form. Referees

should send the completed Referee Form direct to QRCA's Assistant Executive Director using the contact details provided.

- c. Proof of University level degree completion.

**E. Submit application as follows:**

1. Mail or fax completed applications with all required attachments [listed above] to:  
Darrin Hubbard, Assistant Executive Director,  
QRCA International Headquarters  
1000 Westgate Drive, Suite 252  
St. Paul, MN 55114 USA  
Phone: +1 651-290-7491 Fax: +1 651-290-2266  
Toll-free (from N. America): +1 888-ORG-QRCA (+1 888-674-7722)
2. Closing date for all applications is Friday, 4 June 2010. All applications must be received, in hard copy form (by post or by fax), no later than midnight (GMT) on this date. Applications must be complete and received by the deadline to be considered. Applications received after this deadline will not be considered.

**F. General Information:**

1. Scholarship must be applied for on an annual basis.
2. There is no limit on the number of years a person may apply.
3. No Applicant can be awarded a Scholarship more than once – previous recipients will be specifically excluded from future consideration.
4. Recipients of the Scholarship shall be chosen annually by the QRCA International Committee and their decision ratified by the Board of Directors of QRCA.
5. The Scholarship must be taken in the same year it is awarded.
6. Applications are on a competitive basis. Following receipt, each application will be carefully reviewed by the International Committee and the best Applicant will be awarded a Scholarship. Decisions will be made solely at the discretion of QRCA and all decisions are final. No correspondence will be entered into after decisions have been made.
7. Availability of Scholarship monies will be published through QRCA and on the Association's website.
8. The recipient of the QRCA Global Outreach Scholarship will be notified by Monday, 12 July 2010.
9. The name of the Scholarship recipient will be published in QRCA's newsletters and on the QRCA website after judging has been finalised and the recipient personally notified.
10. The amount of the award due for travel will be made payable to the recipient on presentation of an invoice for travel. Any amount left over for accommodation will be paid directly to the hotel up to a total of \$1,000 for all travel and accommodation expenses.
11. QRCA will undertake to pay all fees associated with electronic transfer of funds.
12. The successful recipient is required to agree to all terms and conditions in writing, including an undertaking to refund all monies received should they not be able to attend the designated conference.
13. Attendance is not transferable to future conferences, unless the International Committee and QRCA Board of Directors are in unanimous agreement that there have been extenuating circumstances.

<p><b>PRIVACY POLICY:</b> The information requested on the QRCA Global Outreach Scholarship Application Form is used to process and identify eligibility for the QRCA Global Outreach Scholarship as appropriate for the selection process of this Scholarship program. QRCA respects and understands the importance of Applicant's privacy and the sensitivity of their personal information and carefully protects their data from misuse. QRCA will not give, sell, share or provide access to Applicant's personal information to any individual, organisation or company for its use in marketing, commercial solicitation, or for any other purpose unless authorised in writing by the Applicant.</p>
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