

Guidance for Submitting an Application for the Edwards Bursary

Thank you for your interest in applying for the Edwards Bursary offered by the Institute of Asset Management. This bursary aims to support individuals like you in advancing their asset management knowledge and skills. To help you with the application process, we have outlined the key information required, the criteria to be considered for the bursary, and the various suitable learning experiences that can be considered.

Eligibility Criteria

To be eligible for the Edwards Bursary, applicants must:

- Be a current individual member of the Institute of Asset Management at Student or Associate level.
- Demonstrate a genuine interest in asset management and a commitment to advancing their knowledge and skills in the field.
- Submit a comprehensive application explaining how the bursary will be utilized and the learning outcomes expected.

Application Contents

Your application for the Edwards Bursary should include:

- a) Personal Information: Provide your full name, contact details, membership number, and any relevant affiliations or qualifications.
- b) Learning Objectives: Clearly outline your learning objectives and the specific areas of asset management you wish to focus on. Explain how this learning experience will contribute to your personal and professional growth.
- c) Suitable Learning Experiences: Describe the type of learning experience you plan to undertake. This can include, but is not limited to:
 - Courses and workshops: Certificate courses, diploma programs, or short workshops focused on asset management topics.
 - Taught programs: Structured educational programs or certifications offered by recognized institutions or organizations.
 - Work shadowing: Observing and learning from experienced asset management professionals in their day-to-day work.
 - Site visits: Visiting operational asset management sites to gain practical insights and understanding.
 - Conferences and seminars: Attending industry events and conferences to learn from experts and network with peers.
 - Research projects: Undertaking research in specific asset management areas, contributing to knowledge and best practices.

NB. Bursary funds will not be transferred to recipients until January 2024, so please ensure you have considered this when preparing your application.

- d) Proposed Budget: Prepare a detailed budget plan for the bursary amount of up to £2000 GBP/ \$2600 USD/ €2350 EUR. Clearly specify how the funds will be used for the chosen learning experience, including registration fees, course materials, travel, accommodation, or any other relevant expenses.

- e) **Expected Outcomes:** State the expected outcomes from the learning experience. Explain how the new knowledge and skills acquired will benefit your career in asset management and contribute to the advancement of the industry.
- f) **Supporting Documents:** Attach any supporting documents required for the application, such as course brochures, acceptance letters, detailed quotes for expenses, or confirmation of work shadowing opportunities.

Evaluating Criteria

Applications will be evaluated based on the following criteria:

- **Relevance:** The extent to which the proposed learning experience aligns with asset management and the applicant's career goals.
- **Impact:** The potential impact of the learning experience on the applicant's professional growth and contributions to the asset management field.
- **Feasibility:** The feasibility and appropriateness of the budget plan, ensuring that the requested amount is used efficiently to achieve the stated learning objectives.
- **Clarity:** The clarity and coherence of the applicant's submission, demonstrating a well-thought-out and organized plan.

Submission

Please submit your completed application as a Word document, along with any supporting documents, to Jodie.Williamson@theiam.org. Ensure that your application is submitted before 22 October 2023.

Bursary Usage and Reporting

Recipients of the Edwards Bursary are expected to utilize the funds for the specified learning experience. After completing the learning program, successful applicants will be required to submit a report summarizing their experience, outlining the knowledge gained and how it has impacted their professional development. This will be published in *Assets*. Successful applicants will also be asked to present their report at the IAM Global Conference.

Important Dates

Make sure to adhere to the application submission deadline and any other important dates communicated by the Institute of Asset Management regarding the bursary.

31 August 2023: Applications open for the Edwards Bursary

22 October 2023: Applications submission deadline

All applicants must ensure they have submitted their applications by 23.59 BST on Sunday 22 October 2023. Submissions will not be accepted after the deadline under any circumstances.

17 November 2023: Review applications and select recipients

The review panel will evaluate all applications and decide who will receive a bursary contribution. **NB. There may be more than one bursary recipient.**

24 November 2023: Inform applicants of the outcome

All applicants will be informed of the outcome of their application by this date. **NB. Applicants will be asked to keep this information confidential until after the Asset Management Excellence Awards.**

4 December 2023: Announce bursary recipients at the Asset Management Excellence Awards

December 2023 – January 2024: Disburse approved bursary funds to approved recipients

We hope this guidance document helps you in preparing a strong application for the Edwards Bursary. If you have any further queries, feel free to contact Jodie.Williamson@theiam.org.