



Chicago Engineers' Foundation
of the Union League Club of Chicago

Chicago Engineers' Foundation Incentive Awards Submission Frequently Asked Questions

How do I submit my application?

An application is complete when each tab on the left side shows "complete" under the tab heading. This means that all required questions and uploads are done. When each tab is complete, click the orange SUBMIT APPLICATION at the bottom right of your application. An application cannot be reviewed if a student does not click the SUBMIT APPLICATION button.

Once I click SUBMIT APPLICATION, what happens next?

You will receive an automatically-generated email from the application site confirming your application is complete and ready for evaluation. If you do not receive an automatically-generated email, your application is either incomplete or not submitted. Log back in to make changes and submit before the April 1st deadline.

I don't think I will be able to complete my application by the April 1st deadline. Can I have an extension?

Due to the high volume of completed applications submitted each year, Chicago Engineers' Foundation cannot grant any extensions beyond the April 1st deadline.

How are applications evaluated?

Each completed application is independently evaluated by at least three trained volunteers. Each reviewer is trained to use a rubric that is a standardized evaluation used for all completed applications. Reviews are assigned randomly and anonymously, and reviewers do not see any optional demographic information submitted on an application.

When are students notified about the status of their application?

When reviews are completed, a slate of award finalists is determined in early May. At that time, finalists will be contacted via email. Finalists will have a set number of days to respond to their finalist email to confirm that their final choice of major and university aligns with the organization's eligibility requirements. Finalists who do not respond to the email deadline, or no longer meet eligibility requirements, cannot be considered for an Incentive Award.

When will award recipients receive their Incentive Awards?

When finalists qualify to receive Incentive Awards, Chicago Engineers' Foundation staff will reach out with details about award distribution.

The mission of the Chicago Engineers' Foundation is to encourage and empower young people to become the next generation of engineers through scholarship opportunities, outreach to educational institutions, and promoting interest in engineering careers.



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