**RM-RIMS Scholarship Process**

1. Post applications on chapter website and distribute through university contact.
2. Chair receives applications from chapter administrator and distributes/assigns applications to committee members for review
	1. Chapter Administrator also provides table with Applicants, Membership and Attendance info
3. Committee members review applications and:
	1. If applicants are less than the number of scholarships ensure required criteria is met
	2. If applicants are more than scholarships fill out the scholarship rating matrix in order to determine ranking
4. If additional info is needed from the applicants that is requested through chapter administrator
5. Chair notifies chapter administrator of scholarship recipients
6. Chapter administrator notifies applicants of the results
7. Treasurer sends money to the university Bursar’s office to fund the scholarship recipients account