

TERMS OF REFERENCE **for the** **Ontario Professional Engineers Foundation for Education:** ***Engineering Student in Sport Scholarship***

1. Purpose

The Ontario Professional Engineers Foundation for Education (The Foundation) supports the development of well-rounded future engineers by recognizing students' academic and high-performance athletic leadership¹.

This scholarship is meant to assist undergraduate and graduate engineering students in Ontario who demonstrate academic excellence, athletic achievement, leadership, and a dedication to their craft.

Through these awards, The Foundation seeks to support the development of future professionals who understand the importance of service, leadership, and innovation in engineering —qualities that are nurtured in engineering education, athletic participation, and community service. By encouraging students to pursue both academic and personal excellence, the scholarship aims to foster leaders who will contribute positively to their communities.

2. About the Scholarship

The *Engineering Student in Sport Scholarship* was developed to recognize students who embody the qualities of **service, leadership, and innovation in engineering**, both in their academic work, athletic endeavors and/or community service.

Up to three (3) \$5,000 CAD Ontario Professional Engineers Foundation for Education *Engineering Student in Sport Scholarships* will be awarded in the 2025-2026 academic year to engineering (undergraduate and graduate) students demonstrating academic and athletic leadership.

At least one award will be allocated to an athlete who plays on a women's team; non-binary and gender-diverse individuals are strongly encouraged to apply.

¹ Should an applicant be a high-performer outside of sport, for instance in Chess, Dance, or Music, the committee may choose to accept the application, but with no guarantee or acceptance or award. Overall, the future of this scholarship endeavours to include all high-performers.

The remaining awards will be allocated to the strongest applicants regardless of their gender identity. (The Foundation will endeavour to maintain a gender balance where possible).

The committee reserves the right to not award any scholarships.

Priority will be given to athletes who excel academically while actively engaging in high performance sports.

Timelines

September 26, 2025 – Applications Open

January 5, 2026 – Applications Close

Spring 2026 – Announcement of Scholarship Recipient(s)

***timing above is approximate and is subject to change. Please check the Foundation's website for deadlines and up-to-date information.*

3. Eligibility Criteria

Applicants must meet the following criteria:

- Be enrolled and registered in a full-time accredited undergraduate, masters, or Ph.D. engineering program in Ontario. All students are eligible if actively competing (*see list of eligible schools at the end of the Terms of Reference*).
- Must be in good academic standing and eligible to compete.
- Exhibit leadership within their sport, academic, and/or community engagements.
- Actively competing in a recognized OUA, OCAA, USports or CCAA sport (varsity or club level). If the individual is competing in a sport that is not part of OUA, OCAA, USports or CCAA, the sport must have a national sporting body that is funded by Sport Canada or demonstrate some other international competition (these athletes will be considered on a case-by-case basis).
- Para-athletes, where a para-sport is available in the OUA, OCAA, USports or CCAA system must be competing in the respective conference. Similar to the above, where there is no para-sport available, the sport must have a national sporting body that is funded by Sport Canada or demonstrate some other national or international competition (these athletes will be considered on a case-by-case basis).

- Applicants must disclose if they are related to a Foundation director, staff and/or awards committee volunteer.

4. Selection Criteria

Applicants will be judged in four categories with the following weighting:

1. Athletic involvement – 45%
2. Academic achievement – 25%
3. Personal statement (leadership, community contribution, employment) – 20%
4. References – 10%

See below for additional details for each category.

Athletic Involvement = 45%

Participation and achievements in competitive sport (e.g. OUA/USport, OCAA/CCAA, provincial, national, or international sport or para sport)² that exemplifies discipline, perseverance, and teamwork.

Academic Achievement = 25%

Priority will be given to demonstrated academic excellence in their engineering program, aligning with The Foundation's commitment to fostering future professionalism.

Successful candidates must meet the threshold for their academic institution, maintaining good standing and eligibility for both their education and for athletics. For instance, if applicable, candidates must be listed as on the school's eligibility certificate (OUA, OCAA). **No student will be eligible if they are on academic probation.**

Preference will be given to students with a 70% or better (or equivalent GPA). Extra consideration will be given to students who have achieved honours standing or equivalent recognition for academic excellence within their engineering program.

Please note that applicants need to submit a copy of their transcript; unofficial copies of the applicant's transcript will be accepted but will be verified during the selection process if short-listed for a scholarship.

² Para athletes are not necessarily subjected to these rules. In addition, if a candidate feels that they are deserving of the award based on their sport participation, they must email Saskia at saskia@engineersfoundation.ca detailing why their sport is eligible in 150 words or less.

Personal Statement = 20%

A written statement, a video, or a recording outlining how the applicant balances academics and athletics, their leadership qualities, and how these experiences contribute to their development as an engineering student.

Applicants are encouraged to provide **evidence of leadership roles** in sports, academics, or community engagement, reflecting The Foundation's values of **service, leadership, and innovation in engineering**. Additional qualities that may strengthen the application include, but are not limited to:

- **Commitment to Lifelong Learning** – A willingness to embrace challenges, seek continuous improvement, and apply lessons from sport to engineering and vice versa.
- **Collaboration & Teamwork** – The ability to work effectively with diverse groups, fostering inclusivity and shared success in both academic and athletic environments.
- **Ethical Responsibility & Integrity** – Demonstrating sportsmanship, fairness, and ethical decision-making in both sport and engineering.
- **Resilience & Perseverance** – Overcoming setbacks, injuries, or academic challenges with determination and a growth mindset.
- **Innovation & Creativity** – Applying problem-solving skills learned through engineering to sports, or vice versa, showcasing a unique perspective.
- **Community Involvement** – Contributions to coaching, mentoring, or volunteer initiatives that positively impact peers, younger athletes, or the broader community.

References = 10%

Two references to be submitted through the online portal attesting to the individual.

One reference must be:

A **Coach (head coach or assistant coach) or Athletic Director Leader** highlighting, for instance, the applicant's athletic achievements, teamwork, and leadership within their sport

The second reference may come from any of the following categories:

A Coach (head coach or assistant coach) or Athletic Director Leader highlighting, for instance, the applicant's athletic achievements, teamwork, and leadership within their sport

****if the applicant chooses someone from this category as their second reference, they must be a different individual than the one selected above.*

A Professor, Instructor, Teaching Assistant, or Academic Advisor reference attesting, for instance, to the applicant's academic abilities and work ethic.

Community Leader (this could include Community Sport Leaders or a former high-school coach) highlighting, for instance, the applicant's athletic achievements, teamwork, and leadership within their sport

A teammate highlighting, for instance, the applicant's athletic achievements, teamwork, and leadership within their sport.

5. Selection Process

The selection committee will consist of volunteers from The Foundation, Ontario's engineering faculties, and representatives from the sports community ensuring a well-rounded evaluation of both academic and athletic achievements. The selection committee is a separate committee from The Foundation's awards committee. There may be some overlap in membership, but the two committees are independent of one another.

The committee may review an applicant's social media profiles. Social media may be reviewed to assess an applicant's professionalism, alignment with the values of The Foundation, and demonstration of ethical conduct, ensuring the applicant represents both the engineering and athletic communities with integrity, respect, and responsibility.

Short-listed candidates for the scholarship may be invited for an interview or asked to submit additional materials, such as additional references from faculty or coaches. Short-listed candidates may be required to submit official transcripts or The Foundation may connect with the applicant's institution to ensure accuracy.

6. Promotion Strategies

To ensure the scholarship reaches eligible candidates, The Foundation will use the following promotion strategies:

- **Engineering Faculties** – Work with the engineering faculties from the 16 accredited schools in the province to advertise the scholarship on websites, through newsletters, and on campus bulletin boards.
- **College/University Sports Programs** – Collaborate with college/university athletic departments to reach student-athletes through newsletters, team meetings, and events.
- **Social Media and Networks** – Promote the scholarship through The Foundation’s social media channels, leveraging partnerships with engineering student associations and alumni networks.
- **Foundation Communications** – Feature the scholarship in The Foundation’s communications, including newsletters to members and donors, encouraging support and visibility within the engineering community.

Accredited Engineering Schools in Ontario

1. Carleton University
2. Conestoga College
3. Lakehead University
4. Laurentian University
5. McMaster University
6. Ontario Tech University
7. Queen's University
8. Royal Military College of Canada
9. Toronto Metropolitan University
10. University of Guelph
11. University of Ottawa
12. University of Toronto
13. University of Waterloo
14. University of Western Ontario
15. University of Windsor
16. York University

Who is eligible to apply for the Engineering Student in Sport Scholarship?

Applicants must meet the following three criteria:

1. Be an engineering student who is enrolled full-time in an undergraduate, master's or Ph.D. program for the 2025-2026 academic year at any of the following 16 engineering schools in Ontario:

1. Carleton University
2. Conestoga College
3. Lakehead University
4. Laurentian University
5. McMaster University
6. Ontario Tech University
7. Queen's University
8. Royal Military College of Canada
9. Toronto Metropolitan University
10. University of Guelph
11. University of Ottawa
12. University of Toronto
13. University of Waterloo
14. University of Western Ontario
15. University of Windsor
16. York University

2. Be an engineering student who is actively participating in a recognized OUA, OCAA, USports or CCAA sport (varsity or club level) OR a sport that has a national sporting body that is funded by Sport Canada OR demonstrates some other international competition (these athletes will be considered on a case-by-case basis).

NB: Para-athletes, where a para-sport is available in the OUA, OCAA, USports or CCAA system must be competing in the respective conference. Where there is no para-sport available in the university or college sport system, the sport must have a national sporting body that is funded by Sport Canada or demonstrate some other international competition (these athletes will be considered on a case-by-case basis).

3. Be an engineering student who is in good academic standing and eligible to compete by their school/academic institution.

How to Apply for the Engineering Student in Sport Scholarship

Eligible applicants must do the following by **Monday, January 5, 2026 at 11:59 p.m. EST**

1. Complete the online application form – <https://forms.office.com/r/k4p8Sk4Dfv>
2. Provide a personal statement that is a maximum four-minute audio or video recording (up to a maximum of 500 words) or as a written submission no longer than 500 words that describes balancing academic and athletic commitments. **Personal statements are submitted by providing a link to a folder to a OneDrive, Google Drive, etc.**
3. Ask two individuals to act as references and have them complete an online form for you using this link – <https://forms.office.com/r/kgJv3JugkU> (see below for more details about who is eligible to be a reference and what they must do.)
4. Provide your school email address as it will be your unique identifier.

About the Folder/Files Required

In the online application form, applicants will be asked to provide a link to a folder – they should create that folder ahead of time and have the link ready for their online application form.

Applicants must ensure the permission settings allow the committee to download file(s).

Applicants must ensure that only files related to this application are in the folder.

The Foundation will not access the folder until applications have closed.

File(s) when complete should be named - LAST NAME - FIRST NAME - PERSONAL STATEMENT - TYPE (AUDIO, VIDEO, WRITTEN).

For those submitting an audio or video file, please name the transcript of the audio/video - LAST NAME - FIRST NAME - TRANSCRIPT OF PERSONAL STATEMENT.

Applicants are to submit a school transcript, named as - LAST NAME - FIRST NAME - SCHOOL NAME TRANSCRIPT. (If the applicant is in first year, they are to provide a copy of their high school transcript.)

Unofficial transcripts and/or screenshots are accepted. Any transcript that is altered will result in immediate disqualification.

The Foundation reserves the right to confirm the transcript should the applicant be short-listed and/or selected for this scholarship award.

About the Personal Statement

Applicants should reflect on their experiences as both a student and an athlete. Their personal statement should highlight how they balance the demands of engineering studies and sport, and how these experiences have shaped their personal growth, leadership, and future aspirations.

Applicants are encouraged to share specific examples that illustrate their resilience, time management, teamwork, and commitment to their community—qualities that speak to their potential as a future leader in the engineering profession.

In a maximum four-minute audio or video recording (up to a maximum of 500 words) or in written submission no longer than 500 words, the applicant should describe how they balance academic and athletic commitments. Applicants can highlight their leadership qualities, contributions to their team and community, and how these experiences contribute to their development as a student-athlete. Topics to include, but are not limited to are:

Commitment to Lifelong Learning – A willingness to embrace challenges, seek continuous improvement, and apply lessons from sport to engineering studies and vice versa.

Collaboration & Teamwork – The ability to work effectively with diverse groups, fostering inclusivity and shared success in both academic and athletic environments.

Ethical Responsibility & Integrity – Demonstrating sportsmanship, fairness, and ethical decision-making in both sport and engineering studies.

Resilience & Perseverance – Overcoming setbacks, injuries, or academic challenges with determination and a growth mindset.

Innovation & Creativity – Applying problem-solving skills learned through engineering studies to sports, or vice versa, showcasing a unique perspective.

Community Involvement – Contributions to coaching, mentoring, or volunteer initiatives that positively impact peers, younger athletes, or the broader community.

NOTES:

The Foundation does not recommend that the applicant try to answer all of the above topics/categories but focus on one or two.

Priority may be given to applications that demonstrate depth of impact or sustained engagement in a particular area, rather than breadth of involvement across multiple activities without clear focus or contribution.

Applicants can choose from the one of the following formats to submit their personal statement: an audio recording file, a video recording file, or a written personal statement.

For both the audio and video recordings, a transcript must be submitted as well. Applicants must include the word count at the top of the transcript, alongside with their name.

Both audio and video recordings must include only the applicant's voice; **no clips from broadcasts, podcasts, photos, or other multi-media may be used. It must be only the applicant speaking into a microphone (audio and video recording) and with a blank, plain background (video recording).** Failing to follow these instructions may mean the applicant is disqualified.

For applicants who submit a written personal statement, they must include their name and the total number of words at the top of their submission. Applicants may only include text, no images with their written submission.

Who can be a reference and what do they need to do?

Applicants must provide two references who will provide an attestation of the applicant's character.

References should work, have worked either directly or indirectly with the applicant within the last two years (24 months).

One reference must be:

A Coach (head coach or assistant coach) or Athletic Director Leader highlighting, for instance, the applicant's athletic achievements, teamwork, and leadership within their sport

The second reference may come from any of the following categories:

A Coach (head coach or assistant coach) or Athletic Director Leader highlighting, for instance, the applicant's athletic achievements, teamwork, and leadership within their sport

****if the applicant chooses someone from this category as a second reference, they must be a different individual than the one selected above.*

A Professor, Instructor, Teaching Assistant, or Academic Advisor reference attesting, for instance, to the applicant's academic abilities and work ethic.

Community Leader (this could include Community Sport Leaders or a former high-school coach) highlighting, for instance, the applicant's athletic achievements, teamwork, and leadership within their sport

A teammate highlighting, for instance, the applicant's athletic achievements, teamwork, and leadership within their sport.

Each reference is limited to a maximum of **1,000 characters** attesting to the applicant's accomplishments and character, addressing why they are outstanding/what makes them outstanding and/or why they are deserving of this scholarship.

The applicant is responsible for having their references complete the online form (<https://forms.office.com/r/kgJv3JugkU>) by **Monday, January 5, 2026 at 11:59 p.m. EST**

NOTES:

The Foundation reserves the right to contact references.

The applicant must give their references their school email address as it will be used as a unique identifier to match references and applicants.

Should the applicant be short-listed for the scholarship, The Foundation will reach out to their coach and/or athletic director to confirm their eligibility and accomplishments.

Conflict of Interest Disclosure

To uphold the integrity of the *Engineering Student in Sport Scholarship* selection process, all applicants are required to disclose any potential conflicts of interest. A conflict of interest may arise when an applicant has a personal, academic, professional, or financial relationship with any member of the scholarship selection committee, The Foundation staff, or affiliated organizations that could influence, or appear to influence, the impartiality of the evaluation.

When submitting an application applicants will be asked to:

- Disclose any known relationships that may constitute a perceived or real conflict of interest.
- To understand that failure to disclose a conflict of interest may result in disqualification from the scholarship process.
- To agree to cooperate with any inquiries The Foundation may conduct to assess potential conflicts.