

# FAQs & Tips for AHIMA Foundation's Doctoral Grant Program

## Frequently Asked Questions

**How can I verify my program is accredited by the Council for Higher Education Accreditation (CHEA)?**

Visit the [CHEA Program Directory](#) to determine whether your program is accredited.

**If I am not a member of AHIMA but am enrolled in a program accredited by CHEA, can I still apply for an AHIMA Foundation doctoral grant?**

No. All applicants must be active members or student members of AHIMA.

- **To apply for AHIMA membership**, visit [www.ahima.org/membership](http://www.ahima.org/membership) for more information. After submitting your membership application and fee, and upon receiving your membership identification number, you are then eligible to apply for a doctoral grant.
- **If you are a veteran or the spouse of a veteran**, the Walter Reed Society will sponsor the cost of your AHIMA student membership. Email [info@ahimafoundation.org](mailto:info@ahimafoundation.org) for more information about this new opportunity!

**Does my dissertation proposal need to be defended?**

Yes. We ask you to provide a letter written by your school confirming that you are a doctoral candidate in good standing and that your proposal has been successfully defended/accepted by the institution. The inability to provide this letter will make the application incomplete.

**How do I send my completed application to AHIMA Foundation?**

Candidates should email their complete application to [info@ahimafoundation.org](mailto:info@ahimafoundation.org), with the Subject: **Application: AHIMA Foundation Doctoral Grant Program**. More information on the application requirements can be found in the **Doctoral Grant Program Guidelines**.

**How do I verify if my application has been received?**

You will receive an e-mail verification within 2 business days of your application submission.

**How do I verify if my application is complete?**

You will receive an e-mail verification follow-up once your application has been reviewed for completion.

### **When are recipients notified about doctoral grant awards?**

Grant recipients will be notified in August of the current awards cycle. Notification letters are e-mailed to all applicant emails listed on the application.

### **How are grant funds distributed?**

Awards will be distributed directly to the candidate. Candidates will need to submit an ACH form and a W9 to the Foundation. Payment cannot be issued until these documents are received.

### **Who funds AHIMA Foundation's doctoral grant program?**

Grants for the next generation of health information professionals are made possible by generous donations. Consider making a tax-deductible donation to support this program at [ahimafoundation.org/make-a-donation/](http://ahimafoundation.org/make-a-donation/).

## **Grant Application Tips**

### **1. Review eligibility criteria carefully.**

Please email [info@ahimafoundation.org](mailto:info@ahimafoundation.org), if you have questions about eligibility.

### **2. Follow instructions closely.**

If you have questions about the application process, please reach out to [info@ahimafoundation.org](mailto:info@ahimafoundation.org) and our staff will be happy to assist.

### **3. Do not miss the deadline.**

Applications submitted after May 31<sup>st</sup> will **not** be accepted.

### **4. Double check that all required information is included.**

Applications will be ineligible if any information is missing. Use the following Checklist:

- I. Application PDF
  - i. Title page
  - ii. Essay questions
  - iii. CV/ Resume
  - iv. Confirmation letter
- II. Dissertation Proposal PDF

## **5. Write compelling essays.**

This will be the first information reviewed by our committee, you want to excite them and keep them reading. Closely follow character counts- if character counts are exceeded your application will be ineligible.

## **6. Make sure you receive a confirmation email.**

If you have not received a confirmation email within 2 business days of submission, please email [info@ahimafoundation.org](mailto:info@ahimafoundation.org) or call the office at 312-233-1131.

## **7. Reach out for help!**

AHIMA Foundation staff is here to help you. Email us at [info@ahimafoundation.org](mailto:info@ahimafoundation.org) with any questions.

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