Developing Tomorrow’s Thought Leaders Today
The IIA FELLOWSHIP PROGRAM

For more than 60 years, The Institute of Internal Auditors has provided dynamic leadership for the profession of internal auditing. As the profession’s global voice, recognized authority, chief advocate, and principal educator, The Institute stays intimately connected to the profession and the topics that matter most. By uniting practitioners, business partners and thought leaders, The IIA Fellowship Program supports The Institute’s mission to proactively develop guidance and research on leading trends and practices in the internal auditing profession.

PURPOSE

*Developing Tomorrow’s Thought Leaders Today*

The IIA Fellowship Program seeks to expand the capability and capacity of The Institute to serve its members in a proactive, timely manner. To that end, The IIA calls on internal auditing leaders, partners, and audit executives to lend their best and brightest employees to The Institute for a six-month rotational fellowship in Research, Professional Guidance and the Audit Executive Center.

Specifically, internal audit practitioners at various levels of experience and achievement will use their expertise and energy to help conduct an array of research, develop guidance in response to legislative and internal auditing issues, and create innovative tools and services for internal audit professionals.

BENEFITS

The IIA Fellowship Program offers a mutually beneficial experience for all.

Benefits to participating organizations:

- Allows professional growth and reward opportunities for high-potential staff, integrating career goals with fellowship opportunities
- Customized assignments that are mutually beneficial to the employee, the organization, and the profession
- Enhances corporate image by giving back to the profession in a meaningful way
- Boosts organizational visibility and strengthens external relations by leveraging IIA networks and working relationships
- Provides opportunities to impact the future direction of the profession

Benefits to participating fellows:

- Provides a unique development opportunity to contribute ideas and influence the evolution of the internal auditing profession
• Enhances creative thinking, problem-solving, project management and team-building skills
• Enhances ability to communicate with others outside one’s discipline and industry to identify solutions for problems and issues of interest
• Provides a customized learning experience based on skills, talents, and developmental needs
• Works in a collaborative environment with staff and volunteers, forming long-term contacts and networks for future consultation and interaction

Benefits to The IIA:

• Provides a pipeline of up-to-date, experienced practitioners for innovation of internal audit products, tools, and services
• Generates thought leaders in the profession and expands the pool of potential volunteers for positions in The IIA’s global volunteer structure
• Reduces The IIA’s investment in overall staffing since the labor costs (salary and benefits) for fellows accepted into the program will be assumed by the sponsoring organization for the duration of the fellowship assignment

HOW THE PROGRAM WORKS

Selection Criteria
Employees volunteering for participation in The IIA’s Fellowship Program must meet the following criteria:

1. Five or more years of recent professional experience in internal audit
2. Be an active IIA member or hold a professional certification
3. A Bachelor’s degree, at minimum
4. Two professional recommendations for fellowship program entry
5. Willingness to reside in temporary housing in Orlando, Florida (paid by The IIA) for the duration of the assignment
6. A personal letter of interest from the employee explaining how the fellowship experience will advance his/her career
7. Provide a minimum of two writing samples
8. Complete all questions on the application
Selection Process
On a quarterly basis, applications are accepted, reviewed and then prioritized according to relevant experience and suitability of available assignments. Successful fellowship applicants will be notified a minimum of two months in advance of their assignment start date. However, start dates may be negotiated with the sponsoring organization to ensure the needs of all parties are met.

Program Management
Each fellowship assignment is well planned with enough flexibility to allow the fellow to meet his/her own learning goals, consistent with the goals of the sponsoring organization, and his/her experience. Substantive, hands-on projects that foster the development of analytical, interpersonal, and problem-solving skills will be incorporated.

Milestone and success measures will be established at the onset of the assignment to guide progress. In addition, feedback will be provided to the fellow and the sponsoring organization.

If the fellow is unable to meet the goals and objectives of their assignment for any reason, the sixth month term may be discontinued by either the sponsoring organization or The IIA. If agreed, a suitable replacement may be selected by either the IIA review panel or the sponsoring organization.
Application for Consideration

Step 1. Please complete the following information and submit one hard copy and one electronic copy with a cover letter to the address shown. Please indicate “Fellowship Application” in the e-mail subject line.

To be included in the applicant pool, you must sign the application form, meet all eligibility requirements and submit all required documents.

Please print or type information clearly.

Name: ______________________________________________________________________________

IIA member number: __________________________________________________________________

Address 1: __________________________________________________________________________

Address 2: __________________________________________________________________________

Phone numbers

Home: ______________________________________________________________________________

Office: ______________________________________________________________________________

School: ______________________________________________________________________________

Mobile: ______________________________________________________________________________

Email addresses

(E-mail 1): __________________________________________________________________________

(E-mail 2): __________________________________________________________________________
Step 2. Confirm eligibility to apply.

1. I am a current IIA member and/or I hold a professional certification
   a. □ IIA member
   b. □ Certified professional
      Indicate certification(s): □ CIA □ CCSA □ CFSA □ CGAP
      □ Other _____________________________________________________________

2. I possess 5 or more years’ internal audit experience and have expertise in the following areas:
   __________________________________________________________________________.
   □ Yes, résumé or CV attached.

3. I have attached references that speak to my dedication to the internal audit profession.
   □ Two (minimum number required) □ Three □ Four □ More than four

4. I have attached an original essay of no more than two pages, single-spaced, written by me, that responds to these following points:
   - What do you see as the future of internal auditing? Why is business acumen critical to an internal audit practitioner’s effectiveness/success?
   - Describe the unique attributes, expertise or experience that you will bring to The IIA.
   - Describe what you would like to accomplish in terms of your career (or other) goals as a result of participating in The IIA Fellowship Program.
   □ Yes, essay attached

5. I have attached two (minimum) writing samples. Select any of the following: thesis, audit report, book review, published article, project report/summary, proposal, business plan, or narrative from auditing work papers. Please be sure your samples do not include any confidential information.
   □ Yes, samples attached

Step 3: Submit Your Application Package
Please mail one hard copy of your package to:

The IIA Fellowship Program  
The Institute of Internal Auditors  
247 Maitland Ave.  
Altamonte Springs, FL  32701  
Attention: Director, Human Resources

In addition, submit one electronic copy of your application package with cover letter to the following e-mail address: personnel@theiia.org. Please indicate “Fellowship Application” in the subject line of your e-mail.

Please be certain you submit your application with all components included. Please do not send multiple packets. If your application arrives incomplete, a staff member will contact you. If you require confirmation that your package was received, please send your package by traceable mail or express delivery carrier.

**Step 4: Application Checklist**

*Before sending, use this application checklist to ensure all attachments to the application form are included:*

- [ ] Cover letter
- [ ] Application form
- [ ] Essay
- [ ] Current résumé or CV
- [ ] A minimum of two reference letters
- [ ] A minimum of two writing samples

**Step 5: Signature**

I have included all the documents required to be included in the applicant pool for the IIA Fellowship Program. I agree to participate in survey or other longitudinal studies to track my career development as I progress through my internal auditing career after I complete my fellowship assignment.

_________________________________________  __________________________
Signature                                      Date