Establishing and Managing Endowed and Restricted Student Awards

Award Development → **Award Administration**

| Project Set up | Gift Processing | Award Approval | Award Recipient Selection | Ongoing Management | Stewardship | Reports & Audit | Project Closure |

Award Development
- Connect with donor
- Establish award terms
- Review terms with faculty
- Review terms with OOR and SGPS
- Review accounting with Finance
- Review compliance with UWO policies
- Review compliance with external programs
- Distribute agreement for signature
- File/Scan final agreement

Project Set up
- Review project documentation
- Set up new GL project
- Set up budgets
- Notify Faculty/Department of new project
- Setup new CR designation

Gift Processing
- Submit gift remittal form
- Record new gift or pledge
- Process payment
- Reconcile deposit
- Issue income tax receipt

Award Approval
- Review and approval by SRS
- Approved by SCAPA
- Provided to Senate for info
- Approved by P & F
- Provided to B of G for info
- Set up new award HE item type

Award Recipient Selection
- Advertise award
- Review application forms
- Review OSAP applications
- Provide faculties with award list
- Choose award recipient
- Apply award to tuition account or
- Requisition cheque
- Issue T4A to student

Ongoing Management
- Allocate investment returns
- Calculate amount for spending
- Create journal entries
- Send pledge reminders
- Monitor award compliance
- Allocate matching funds
- Monitor spending
- Evaluate award value and #
- Submit revisions to SRS

Stewardship
- Request recipient report
- Run and review donor report
- Write donor thank you
- Review donor strategy

Reports & Audit
- Create financial statements
- Create faculty reports
- Submit external reports
- Audit by external auditors

Project Closure
- Review project balance
- Submit discontinuation to SRS
- Close GL project
- Close CR designation
- Inactivate HE item type

Acronyms

B of G – Board of Governors   CR – Contributor Relations   GL – General Ledger   HE – Higher Education   OOR – Office of the Registrar   P & F – Property & Finance
SCAPA – Senate Committee on Academic Policy and Awards   SGPS – School of Graduate & Postdoctoral Studies   SRS – Subcommittee to Review Scholarships