

**PROCEDURES FOR POLICY 2.10 – Scholarships, Awards and Prizes**

**1. Approval Process for New Scholarships, Awards and Prizes**

- 1.1 Upon receiving a request from a Donor, the Office of the Registrar, the School of Graduate and Postdoctoral Studies or an academic unit, the Stewardship Officer (SO) in the Department of Alumni Relations and Development will prepare a Donor Agreement for the proposed award.
- 1.2 Once the Donor Agreement is finalized, the Stewardship Officer will forward the listing of new awards to the administrative [Subcommittee to Review Scholarships \(SRS\)](#) for review.
- 1.3 After SRS's review, the recommendation to establish the new award will be forwarded to the Senate Committee on Academic Policy and Awards (SCAPA) for approval on behalf of the Senate. Senate will receive the list of approved awards for information.
- 1.4 Following SCAPA approval, awards will be recommended through the President & Vice-Chancellor to the Property & Finance Committee for approval on behalf of the Board of Governors. The Board will receive the list of approved awards for information.
- 1.5 After the approval of the Property & Finance Committee, appropriate accounts will be established by Financial Services. The Office of the Registrar or the School of Graduate and Postdoctoral Studies will collaborate with the appropriate academic units with respect to the administration and presentation of awards.

**2. Approval Process for Revisions to the Terms of Existing Scholarships, Awards and Prizes**

- 2.1 Upon receiving a request to change the terms of an existing Scholarship, Award or Prize, the Stewardship Officer (SO) in the Department of Alumni Relations and Development will prepare the revised terms.
- 2.2 After consultation with relevant offices, the Stewardship Officer will forward the revision to the University Secretariat for SRS review.
- 2.3 Provided it has been determined that the revisions are not such as to require consideration through the new awards process, following SRS's review, the Stewardship Officer will transmit the final revision to the Office of the Registrar and/or to the School of Graduate and Postdoctoral Studies, who will update their respective databases to reflect the changes.
- 2.4 The Stewardship Officer will maintain an electronic record of all revisions.