

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.