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Section 1: Introduction

Overview

This document provides details about the guidelines and best practices for creating, disbursing, and awarding scholarships. Scholarships are funds donated for the support of undergraduate and graduate student attendance at the UA. The University of Arizona provides undergraduate and graduate scholarships to students who are enrolled in degree programs through funds provided by alumni, private donors, the federal and state government, and University general funds.

Mission: The Office of Scholarship Development seeks to cultivate campus collaboration to steward scholarships fairly and efficiently from donor to student in order to enhance the student experience.

Each college and/or administrative unit, as deemed appropriate, should have a designated scholarship administrator who will serve as the primary for scholarships and is responsible for ensuring scholarships are awarded in a timely manner according to the specifications.

The scholarship administrator and any scholarship committee members must follow established, written procedures which they have developed, and which specify standards they are using when selecting eligible recipients and awarding scholarships according to specified qualifications. Scholarship administrators are expected to:

- Reconcile award accounts
- Manage scholarship specification documents (including filing, updating, etc.)
- Oversee department scholarship committees and scholarship selection
- Calculate available amount to be awarded
- Manage administration of scholarships
- Ensure scholarships are awarded in a timely manner
- Award according to specifications

UA Foundation Financial Services

The University of Arizona Foundation (UA Foundation) is a non-profit 501(c)3 corporation which operates under a development services and asset management agreement with the University of Arizona (UA). The UA Foundation Financial Service Office holds and invests funds received for the benefit of the University of Arizona in two main fund groups restricted and endowment gifts. Restricted gifts are held until needed for the University’s business purpose and endowment gifts are invested under an investment allocation model and receive a monthly payout for use by the designated area.

Funds held at the UA Foundation are housed in projects and shared with the campus community within UA.FDN.org. Funds held at the UA are housed in UAccess with Kauli Financial System (KFS) accounts.

A reference to the project and account structures and the appropriate transfer forms is found in Appendix F.

Updated: 7/25/2017
UA Financial Services Policy

The UA Financial Services Office maintains the UA Gift Policy which outlines all aspects of scholarship administration. Sections that are relevant to scholarships include:

- Gifts (8.12)
- Endowment and Investment Policies (8.13)
- University Development Fund Policy and Procedures (8.33)
- Student Scholarship Awards (13.10)

Training on scholarships is provided within the UA Foundation Financial Services quarterly policy and procedures class. To register for the next policy training, email FSSupport@Uafoundation.org.

Additional information and resources on the awarding and administration of scholarships can also be found with the Financial Services Policies and Procedures Manual as well as on UAFDN.org and the Rufus intranet.

Managing scholarships requires the use and access of many different systems including:

<table>
<thead>
<tr>
<th>System/Application</th>
<th>Purpose</th>
<th>Process to gain access</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAFDN.org</td>
<td>View project information, balances and activity, and project purpose, signature authority and projected payout, etc.</td>
<td>Complete the Online Access/Removal Request form found online: [<a href="http://www.uafoundation.org/UA">http://www.uafoundation.org/UA</a> Feforms/forms/OnlineAccessRemovalRequest.pdf](<a href="http://www.uafoundation.org/UA">http://www.uafoundation.org/UA</a> Feforms/forms/OnlineAccessRemovalRequest.pdf).</td>
</tr>
<tr>
<td>The Raiser’s Edge (RE)</td>
<td>Tracks and manages all gifts given to the University or Foundation and constituent information.</td>
<td>Complete RE 101 training and sign a User Agreement. Register for RE 101 online at <a href="http://www.uafoundation.org/resupport">www.uafoundation.org/resupport</a>.</td>
</tr>
<tr>
<td>UAccess</td>
<td>UA platform to enter and validate scholarships within student accounts; also to track and manage deposits and withdrawals from UA accounts</td>
<td>Request access through UIT to take training on UAccess Student and Analytics/Financials. <a href="http://Uaccess.arizona.edu">Uaccess.arizona.edu</a>.</td>
</tr>
<tr>
<td>Scholarship Universe</td>
<td>Platform to coordinate and select student recipients for scholarships.</td>
<td><a href="mailto:Osfa-su@email.arizona.edu">Osfa-su@email.arizona.edu</a></td>
</tr>
</tbody>
</table>

**Compliance**

**Proposition 107**

Proposition 107 was adopted by Arizona voters on Nov. 2, 2010, as an amendment to the Arizona Constitution. The amendment provides that the "State shall not grant preferential treatment to or discriminate against any individual or group on the basis of race, sex, color, ethnicity or national origin in the operation of public employment, or public contracting." The term "state" is specifically defined in the amendment to include the University of Arizona. For more information about Proposition 107, go to [http://equity.arizona.edu/sites/default/files/uploads/Prop107FAQs10-27-11.pdf](http://equity.arizona.edu/sites/default/files/uploads/Prop107FAQs10-27-11.pdf).

Updated: 7/25/2017
To maintain compliance with Proposition 107, the UA Foundation Fiduciary Compliance Office reviews all new scholarship specifications to ensure that the UA and UA Foundation adhere to the law.

**Designating Scholarship Recipients**

The UA policy on Gifts explains limitations on how donors may direct their gifts. This is outlined in the Financial Services Policy Manual on Gifts, Section 8.12 under Reviewing and Accepting Gifts:

> *Once the University has accepted the gift, it becomes Foundation or University property, and the donor has no further direct decision-making power regarding the gift.*

And Section 8.12 under Gift Types, Terms, and Definitions (number 37):

> *Payments from individuals or organizations for scholarships to specific students are not gifts or tax-deductible according to IRS regulations.*

Any questions about these policies should be directed to the Office of Scholarship Development, scholarships@Uafoundation.org.

**Family Educational Rights and Privacy Act (FERPA)**

FERPA is a federal law that protects the privacy of student education records. The FERPA tutorial must be completed before gaining access to UAccess Student and The Raiser’s Edge (RE). This training is conducted online at [http://www.registrar.arizona.edu/personal-information/ferpa-tutorial](http://www.registrar.arizona.edu/personal-information/ferpa-tutorial).

**Definitions**

**Award:** Financial support based on achievement, performance, or other criteria. The grantor does not specifically state that the money should be used for educational expenses. Example: Departments and schools honor students at award ceremonies held at the end of an academic year. Certificates are typically given to students at that time.

- **Tax Implication:**
  - US citizens: taxable income; A 1099 form will be issued for amounts greater than $600
  - International students: 30% tax withholding; Reported on a 1042-S form
- **All prize or award payments made to employees must be paid through the payroll process, per the IRS tax code, where all applicable income and employment taxes are withheld. These types of payments are required to be reported on the employee’s W-2 form.**

**Prize:** Recognition based on competition or other criteria. Example: A competition is held and prizes for 1st, 2nd, and 3rd places are awarded to students.

- **Tax Implication:**
  - US citizens: taxable income; A 1099 form will be issued for amounts greater than $600
  - International students: 30% tax withholding; Reported on a 1042-S form
- **All prize or award payments made to employees must be paid through the payroll process, per the IRS tax code, where all applicable income and employment taxes are withheld. These types of payments are required to be reported on the employee’s W-2 form.**

Updated: 7/25/2017
Scholarship: Financial support based on academic achievement or other criteria that may include financial need. The donor of the scholarship sets the criteria for recipient selection. The grantor specifically intends money be spent to defray the costs of study, training, or research. Proceeds of the scholarship offset the cost of the student's education for an upcoming or current academic year, depending on when the student receives the funds.

- Example: Departments, schools, or the Division of Financial Aid select recipients based on the criteria of the scholarship agreement (major, grade level, grade point average, financial need, or a combination of other restrictive criteria). Credit for the scholarship is reflected on the student's invoice for tuition/fees and/or housing.
- Tax Implication: Portions of the scholarship used to pay for qualified expenses, such as tuition, books, and fees, are not taxable income. The amount exceeding qualified expenses is taxable income for both US and international students. There is no tax withholding on scholarships for US citizens. There may be a 14% tax withholding for international students, depending on what country they are from.

Grant: Financial support based on academic achievement or other criteria that may include financial need. A grant recipient is selected based on specific criteria, which is typically set by the federal or state governments or the institution. Generally, the proceeds of the grant are used to offset the cost of the student's education for an upcoming or current academic year for performance or criteria met during the previous academic year.

- Example: The Division of Financial Aid selects recipients based on financial criteria and/or grade level and cumulative grade point average as well as other criteria. Credit for the grant is reflected on the student's bill for tuition/fees and/or housing or a check is prepared and given to the student if other assistance has paid fees and housing.
- Impact for the student and the institution: The institution is required to report the grant as part of the student's total resources that are used to help offset the student's cost of education for the academic year.
- Result: As new resources are added to the student's financial assistance for the academic year, federal regulations governing the institution may require a small number of students to repay certain federal funds. In addition, the type of funds that certain students receive may also require that the institution withholds taxes from the proceeds of the grant.

Note: For International student's taxes may have to be withheld on all of these forms of payments. Note: All of these forms of payments must be considered educational resources for the student per federal regulations. Therefore, they have to be reported to the Division of Financial Aid.
Section 2: Scholarship Administration

Scholarship gifts support the education of students. Scholarships are awarded through the Office of Student Financial Aid (OSFA) according to criteria approved by OSFA and the donor(s). Some scholarships are endowed and others are supported by annual donations. There is no minimum amount to add to an existing scholarship, but at least $5,000 should be given annually with at least a five-year gift agreement to establish a new scholarship fund. An endowed scholarship can be established with a minimum gift of $25,000.

Administration Process Overview

Updated: 7/25/2017
Key Roles

Development Office

The college/unit has a development office which notifies the scholarship administrator and the business office when there are changes to existing scholarships or when new/renewed annual scholarships are received. This information includes the criteria for the scholarships as defined by the donor. The development office also consults with the scholarship administrator and the business office to ensure the donor’s intent is being interpreted correctly if there is doubt. After the scholarship is awarded, the scholarship administrator sends a notification to the donor with and the student’s note of gratitude.

Business Office

This office is the expert for the college’s funds. The business office is responsible for the management of funds, specifically the timely utilization according to the purpose. Regarding scholarships, they ensure the scholarship administrator has the purpose and the financial awarding amounts to ensure proper utilization of the scholarship. They help the scholarship administrator maintain a comprehensive list of the scholarships to be awarded, the specifications, and the amount to be awarded.

Scholarship Administrator

The scholarship administrator is responsible for the awarding of scholarships in a timely manner and according to their specifications. The development team provides information regarding modifications and new scholarships. The business office ensures all scholarships are awarded. The scholarship administrator works closely with the business office and the development team to maintain a comprehensive list of the scholarships to be awarded, the donor specifications, and the amount available to be awarded.

Scholarship Project Types

There are three types of scholarship projects available:

- **Restricted Scholarships**: Projects established for scholarship purposes begin with the suffix 20-11-####.
- **UA Foundation Endowed Scholarships**: Scholarships for UA Foundation endowed projects begin with the suffix 40-11-#### (principal) and 40-13-#### (expendable). The payout is deposited into the corresponding endowment payout (expendable) project on a monthly basis.
- **UA Endowed Scholarships**: The Foundation manages the University endowment investments. University scholarship endowed projects begin with the suffix 40-01-#### (principal) and 40-03-#### (expendable). Payout generated by University endowed projects is deposited into the Foundation expendable projects and transferred to the corresponding University KFS expendable accounts monthly. Funds received for University endowment accounts must be deposited or expended at the University after being processed through RE.

Colleges/units may request transfers from restricted and UA Foundation endowed scholarships at any time. The UA Foundation will automatically transfer funds for shared/rotated endowed scholarships in January or February each year in order to maintain their proportions. Transfers are automatically made monthly for UA endowed scholarships.

Updated: 7/25/2017
Scholarship Gifts

When scholarship gifts are received they are entered into RE by the department or the Central Gifts Processing team. If the gift was sent directly from the donor to the UA Foundation, the department will be provided with the RE batch number and gift information for acknowledgment and tracking purposes. If the gift was given to the UA Foundation by the department, it will be entered into RE and the department should be able to track its entry in RE within 48 business hours.

Payments from individuals or organizations for scholarships to specific students are not gifts and therefore are not tax-deductible according to IRS regulations.

University Development Fund (UDF) Fee

For gifts greater than $5,000, the UA Foundation will collect the 6% UDF fee upfront out of the principal amount of all gifts. Alternative arrangements can also be made to contribute 6% of the amount of the gift upfront from other sources (e.g., an equivalent contribution could be made from other unrestricted departmental funds on hand).

The fee is broken down into three parts: 4% is distributed to fund development activities, 1% goes to the President’s Development Fund and 1% is distributed as unrestricted support for college development activities.

Scholarships that will be fully disbursed in the next 12 months of receipt date are exempt from the 6% UDF fee. When this applies notify the UA Foundation Scholarship Office directly or indicate on the batch report that it will be fully awarded in the next 12 months. Documentation may be required.

For detailed information about the UDF fee, visit http://policy.fso.arizona.edu/fsm/800/833.

Credit Card Fees

A 3% credit card fee is applied to any credit card payment that is manually processed by the UA Foundation Financial Services Office. The only gifts exempt from this fee are the charitable portion of any credit card transaction that is processed by the cardholder via an online donation page. The UA Foundation absorbs the 3% bank fee for online credit card payments that are completely (100%) tax deductible gifts. For credit card payments manually processed by the UA Foundation, the 3% bank fee is charged to the department receiving the funds.

Sponsored Projects

Sponsored projects and contractual grants are coordinated by the Sponsored Project Services unit of Research, Discovery & Innovation. They can be reached at sponsor@email.arizona.edu. Refer to UA Gift Policy 8.12 sections #4, #12-#14, #20, and #26.
Scholarship Specifications Criteria

The Office of Scholarship Development’s goal, in conjunction with the University Development Plan, is to ensure proper stewardship of funds based on donor wishes while meeting enrollment management strategic goals. Scholarship awards offset the cost of the student’s education for an upcoming or current academic year, depending on when the student receives the funds. Financial support is based on academic achievement or other criteria that may include financial need. For more information see the Financial Services Policy 13 Student & Postdoctoral Payments.

Recipient selection criteria are designated by the donor with the guidance of development personnel. Executors, friends, and family members of the donor or his/her estate cannot add to or change criteria or compel the UA to administer the funds in a way that differs from the donor’s written wishes. Scholarship criteria can include:

- Selection process (for applicant pool and awarding decision)
- Number of awards
- UA class status
- Enrollment status
- UA minimum GPA
- Student affiliation
- Base criteria (merit, financial need, etc.)
- Expanded criteria (community service, non-traditional/returning student, first generation student, etc.)

Scholarship and Endowment Information

Maintaining Records

The department that received the scholarship should keep all original copies of scholarship specifications and endowment agreements in their files. If a department has not kept these documents, they should reach out to their college/unit business office to determine if copies have been maintained there. If not, contact the UA Foundation Office of Fiduciary Compliance at fiduciarycompliance@uafoundation.org to determine if a replacement copy of a UA Foundation endowment can be provided. For UA endowments contact the UA Financial Services Office, at fin-mgmt@fso.arizona.edu.

Please note, the UA Foundation Office of Fiduciary Compliance will not regularly provide this documentation to departments as it is the department’s responsibility to maintain their own documentation.
**View Scholarship Specifications on UAFDN.org**

All Scholarship Specifications are found on the Project Overview screen in UAFDN.org. To view the specifications:

1. Click Queries and Reports then find Project Overview.
2. Search for the project in the list, then click the magnifying glass in the Detail column of the My Projects section.

3. The specifications are listed in the Purpose field. When finished reviewing the specifications, click the Close button to return to the list.
## Specification Do’s and Don’ts

<table>
<thead>
<tr>
<th>Specification</th>
<th>Do</th>
<th>Don’t</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Eligibility</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade Level</td>
<td>✓</td>
<td></td>
<td>Specify whether scholarship is for one grade level or multiple grade levels.</td>
</tr>
<tr>
<td>Enrollment status</td>
<td>✓</td>
<td></td>
<td>Unless it is explicitly stated that the recipient must be enrolled full-time, OSFA will release funds to students with fewer than 12 units.</td>
</tr>
<tr>
<td>Grade Point Average</td>
<td>✓</td>
<td></td>
<td>Provides quantitative measure for evaluation and comparison.</td>
</tr>
<tr>
<td>Reference to membership or participation in a specific non-UA organization, activity, or club (Rotary Club, Tucson YMCA, etc.)</td>
<td>✓</td>
<td></td>
<td>Verifying data or information not included on student records may be difficult and delay the selection process.</td>
</tr>
<tr>
<td>Athletics</td>
<td>✓</td>
<td></td>
<td>There are established NCAA rules regarding scholarships for student athletes, so please contact ICA for approval before including athletics eligibility.</td>
</tr>
<tr>
<td>Require data or confirmation of information not included in student records (specific family settings, religious affiliations, etc.)</td>
<td>✓</td>
<td></td>
<td>Verification that student meets requirement can be difficult to obtain and may require additional effort or supporting documentation for consideration.</td>
</tr>
<tr>
<td>Reference to gender, race, ethnicity, national origin</td>
<td>✓</td>
<td></td>
<td>Proposition 107 prohibits the use of these preferences for consideration.</td>
</tr>
<tr>
<td>Multiple levels of restrictive criteria</td>
<td>✓</td>
<td></td>
<td>These criteria reduce the likelihood of locating qualified candidates for consideration.</td>
</tr>
<tr>
<td><strong>Selection</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application or Nomination</td>
<td>✓</td>
<td></td>
<td>Should indicate that a student must apply or be nominated.</td>
</tr>
<tr>
<td>Use of non-quantifiable and/or objective measures (good moral character, demonstrate skills associated with career success, compassion for less fortunate, etc.)</td>
<td>✓</td>
<td></td>
<td>These measures are subjective and may create hardships for scholarship review committees.</td>
</tr>
<tr>
<td>Donor selects recipients</td>
<td>✓</td>
<td></td>
<td>To ensure tax deductibility, donors are not permitted to select the recipient.</td>
</tr>
<tr>
<td>Non-UA review committee</td>
<td>✓</td>
<td></td>
<td>Over time these non-UA committees dissolve, meet infrequently, and/or change leadership. As a result, many scholarships are not awarded for multiple years.</td>
</tr>
<tr>
<td>Approval/Input from a specified individual or group</td>
<td>✓</td>
<td></td>
<td>Over time individuals or outside groups change. This creates a problem when they can no longer provide approval or input.</td>
</tr>
</tbody>
</table>

Updated: 7/25/2017
<table>
<thead>
<tr>
<th><strong>Specification</strong></th>
<th><strong>Do</strong></th>
<th><strong>Don’t</strong></th>
<th><strong>Value</strong></th>
<th><strong>Reason</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Awards</td>
<td>✓</td>
<td></td>
<td></td>
<td>Indicating the exact number of awards (whenever possible) helps reduce confusion and potential for over-awarding.</td>
</tr>
<tr>
<td>Award Type</td>
<td>✓</td>
<td></td>
<td></td>
<td>This clarifies whether the award is a one-time award or a renewable award.</td>
</tr>
<tr>
<td>Scholarship Renewability (especially endowed scholarships)</td>
<td>✓</td>
<td></td>
<td></td>
<td>This helps to eliminate the need to find a qualified candidate each year and provides continuing support of recipient(s).</td>
</tr>
</tbody>
</table>

**Supplementary**

<table>
<thead>
<tr>
<th><strong>Specification</strong></th>
<th><strong>Do</strong></th>
<th><strong>Value</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatic Renewal/Renewal Application</td>
<td>✓</td>
<td>Clarifying whether a recipient must reapply for renewal is important. Failing to specify may result in support staff overlooking and forgetting to inform the recipient of their renewal obligations.</td>
</tr>
<tr>
<td>Renewal Requirements/Academic Progress, if renewable</td>
<td>✓</td>
<td>Clarify renewal criteria or notify donor academic progress is defined as completion of 24 units during the academic year with a cumulative GPA of 2.0 or greater.</td>
</tr>
<tr>
<td>Unit requirement greater than 30 units for the academic year</td>
<td>✓</td>
<td>Creating a schedule with more than 12 units can be difficult and a student may be forced to take on a heavier course load, thus having an impact on their overall performance.</td>
</tr>
<tr>
<td>Appeal/Reinstatement</td>
<td>✓</td>
<td>If the donor is open to student appeals or reinstatement of funding, please include detailed information about either process.</td>
</tr>
<tr>
<td>Expenses other than tuition, books, fees, and room and board</td>
<td>✓</td>
<td>Gifts which address other expenses are not scholarship but are considered awards.</td>
</tr>
<tr>
<td>Require scholarship only address certain expenses (for example, tuition not books)</td>
<td>✓</td>
<td>It is difficult to ensure that funds are only spent on certain items.</td>
</tr>
<tr>
<td>Scholarship to be used in lieu of payment for hours worked</td>
<td>✓</td>
<td>Scholarship funds should not be used to pay a student for services rendered.</td>
</tr>
<tr>
<td>Shared/Split/Rotating scholarship awards among multiple units</td>
<td>✓</td>
<td>Management of these types of award projects can be difficult and time-consuming.</td>
</tr>
</tbody>
</table>

The full scholarship criteria checklist can be viewed in Appendix C.

**Update Specifications**

The original donor(s) must agree to changes made to scholarship specifications. Discuss the desired changes with the donor. Send a draft of the amendment with a copy of the original specifications to fiduciarycompliance@Uafoundation.org. If an amendment to an endowment agreement is needed, please also include a copy of the original endowment agreement. If the donor is deceased, the Dean is authorized to request an amendment to the endowment.

Updated: 7/25/2017
Create a New Scholarship

The process for creating a new scholarship project is outlined below. Please work with your college’s development officer who will work with the donor to establish the scholarship. To create a new named scholarship the donor must commit to donating at least $25,000, which can be a gift of $5,000 annually for at least five years. An endowed scholarship can be established with a minimum gift of $25,000.

Required Documents

UA Foundation Scholarships

- Scholarship Specifications Template
- Restricted Gift Agreement
- New Project Request Form including attachments

UA Scholarships

- KFS Request
- Item Type Request Form (via UAccess)

For general restricted projects, refer to the Restricted Project Creation Procedures found on UA FDN.org. A checklist can also be found in Appendix C.

Step 1: Determine if the gift qualifies as a scholarship. Review the Specification Do’s and Don’ts table and the Scholarship vs Financial Aid sheet in Appendix B for specific details related to qualifying gifts for creating a new scholarship and requirements for selection.

Step 2: Conduct initial meeting with the donor.

Step 3: Complete the scholarship specifications template found in Appendix E.

- Source: Enter the donor name.
- Eligibility: Include the student affiliation, minimum Grade Point Average (GPA), and other criteria for eligibility. Eligibility requirements should not:
  - Reference membership or participation in a specific non-UA organization, activity, or club.
  - Refer to athletics participation.
  - Require data or confirmation of information not included in student records.
  - Reference gender, race, ethnicity, national origin.
  - Include multiple levels of restrictive criteria.
- Selection Process: Enter the process for establishing the application pool. This should include whether a student must apply or be nominated for consideration. The selection process cannot include:
  - Selection by the donor, non-UA review committee, approval/input from the specified individual group.
  - The use of non-quantifiable or objective measures (good moral character, compassion for less fortunate, etc.).
- Value: Enter the number, amount, and award type (renewable or one-time) of each award.

Updated: 7/25/2017
Supplementary information: Include on the specifications template if the scholarship renewal process (automatic or application), the renewal requirements, and any appeal or reinstatement process. Do not include unit requirements greater than 30 units for the academic year as this can create an undue hardship on the students. Scholarships cannot specify:

- that they are to be applied to expenses other than tuition, books, fees, and room and board, only address some of the allowable expenses, be in lieu of payment for hours worked.
- that they are shared/split/rotating scholarship awards among multiple units.

Step 4: Email the draft scholarship specifications to the UA Foundation Fiduciary Compliance Office at fiduciarycompliance@Uafoundation.org. They will review the specifications and respond with any changes or modifications.

Step 5: After specifications are approved prepare a draft restricted or endowment gift agreement template.

Forward the draft agreement to the UA Foundation Fiduciary Compliance Office at fiduciarycompliance@Uafoundation.org. They will review the agreement and respond with any changes or modifications. When complete, the UA Foundation Financial Services Office will upload the information to the project on www.UAFDN.org.

Step 6: Upon approval from the UA Foundation Fiduciary Compliance Office, print three (3) originals on non-letterhead bond paper and provide to the donor(s) and UA personnel, as appropriate, for signature. Depending on the dialogue you have already had with the donor(s), you may wish to first submit a draft to the donor(s) for their review. **Note: If the Planned Giving Office is involved, then four originals are needed.**

Step 7: Forward all donor-signed and college/unit-signed originals to the UA Foundation Fiduciary Compliance Office for signatures at the Swede Johnson Building, Room 402N.

After all signatures have been acquired, the originals will be distributed as follows:

1. One original retained for the UA Foundation project account file.
2. One original returned to your development office. Please be sure to maintain this copy in your permanent files as the UA Foundation is not responsible for storing your permanent files.
3. One original placed in presentation folder to be presented to the Donor(s) by the development office.

Step 8: Submit a [New Project Request Form](#) to the UA Foundation Financial Services Office to establish the restricted or endowment project with the UA Foundation.

Step 9: Submit a new fund action request to establish a fund in RE to which gifts will be deposited (optional if the funds are non-gift funds). **Note: This should only be performed if the gift is received and awaiting entry into RE.** Use the BIO New/Change fund account request action default set for the action by going to Action and choosing “Load Defaults from” in the new action. These steps are found in the [RE Gift Processing Manual](#).

Note: It is recommended that you perform steps eight and nine simultaneously with the previous step in order to ensure the ability to immediately deposit any funds that have already been received. Also,

Updated: 7/25/2017
please be sure to establish the relationship between the fund and the donor constituent record in RE, with the donor as the contact for the fund. This ensures that your donor will receive the Annual Endowment Report.

**Step 10:** Submit a request to the UA Financial Services Office to establish a KFS award account within UAccess. When the account number is received, email it to the Office of Scholarship Development at scholarships@Uafoundation.org.

**Step 11:** Login to UAccess and request a new item type. In the Navigator, go to Student Financials, Tuition and Fees, UA University Fees and choose UA Item Type Request Form. Click the “Add a New Value” tab.

Select “Financial Aid” from the drop down options under Form Type. Select “No” for change to existing Item Type. Then click “Add”.

![Add a New Value](image)

Item Type Budget should be an estimate of funds to be awarded. KFS Account number must be active in UAccess Financials and UAccess Student in order to request an item type.

![Financial Aid Item Type Request](image)

Award details, select appropriate item type. Tuition Scholarship and Scholarship item types require a signed copy of the endowment agreement and scholarship specifications. (There is an option to save the request to submit at a later date or submit now.)

Updated: 7/25/2017
Email notifications will be sent to the requestor as various departments approve the request and the item type is finalized. The status of all requests are available in the same area as the Item Type requests. In the Navigator, go to Student Financials, Tuition and Fees, UA University Fees and UA Item Type Request Management.

Email osfa-deptaskaid@email.arizona.edu with any questions.

**Track Scholarship Disbursement**

Reporting within UAccess Analytics will assist with tracking a scholarship. This report will show when the scholarships were disbursed as well as the reason for non-disbursement. Reasons for non-disbursement can include over-award, missing documentation from the student, or if the student declined the scholarship.

Run the Student Fin Aid & Fin Details report:

1. In UAccess Analytics, go to the dashboard drop-down and choose **Student**.
2. Expand that section and click **Student Fin Aid & Fin Details**.
3. Click on the **Student Awards** tab.
4. Within this report, search by account number, department, student, term, etc.

**Over-Award & Award Displacement**

Award displacement is when a student has received the maximum award amount and any additional awards will not be automatically added to the student’s Bursar account. They will see that they have been offered an award but zero has been disbursed. OSFA should be contacted to address any questions related to an over-award, or award displacement as in the case of National Merit Scholars. If a department comes across an award displacement, contact OSFA for an administrative override.

**Note:** If the student is in over-award status and accepts scholarships beyond the cost of tuition, they will be required to pay taxes on the over-award amount.
Section 3: Award Scholarships

UAccess is the designated platform for the validation and entry of scholarships within student accounts. The management of scholarship funds will be conducted through the Office of Scholarships and Financial Aid (OSFA) for Federal, State, and University scholarships and through the UA Foundation Office of Scholarship Development for foundation, corporation, and private donor scholarships. All financial aid payments to UA students are made through the UAccess Student system and processed through the students’ Bursar accounts in order to comply with federal student aid regulations. Merit scholarships from departments or schools should be entered into the system and approved no later than May 1 prior to the beginning of the respective fall semester. Renewal awards must be entered into the system and approved by June 1.

Scholarship Timeline

The scholarship administration process generally follows the academic year. In October, the Free Application for Federal Student Aid (FAFSA) is available for students to complete for aid the following academic year. The timeline below shows the awarding, disbursing, and selection processes. Please note, there are some exceptions to this process. Scholarships are entered through External Awards (in UAccess) for the students between May and June and funds are disbursed 10 days before the start of each term.

Student recruitment and retention are key components of the University's strategic plan. University scholarships must be leveraged to ensure the maximum utilization of funds. They should meet the University's enrollment goals to attract students of high ability, students who will contribute to the diversity of the student population, and remove financial barriers to attendance in order to maintain access for qualified students. Furthermore, the University is obligated to award scholarships accurately and timely to fulfill its promise to scholarship donors. This practice will support as many students as possible each year and instill faith in donors that their funds are being maximized, thereby incentivizing them to potentially contribute additional scholarship funds or gifts in the future.

In order to accomplish these goals, a high level of coordination in the awarding of scholarships is required. University procedures need to be clarified to enhance overall coordination of scholarships with the individual schools and personnel involved in the scholarship awarding process across campus. In

Updated: 7/25/2017
addition, coordination of scholarships will assist in meeting federal, state, and donor compliance requirements.

**Selection & Awarding Processes by Scholarship Type**

**Process Flowchart: Pass-Through Scholarship Checks**

<table>
<thead>
<tr>
<th>UAF</th>
<th>OSFA-Scholarships</th>
<th>OSFA-Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAF notifies OSFA of donor commitment amt and/or number of recipients to be selected</td>
<td>Recipients are selected if none are indicated by donor and check is not for renewals.</td>
<td>Check received from UAF and scanned into Singularity</td>
</tr>
<tr>
<td>Runs awarding query in UAccess Student to generate list of students awarded and sends to donor.</td>
<td>Recipients are awarded through assign awards in UAccess Student</td>
<td>Deposited by OSFA</td>
</tr>
<tr>
<td>Recieves check and enters into RE if needed</td>
<td>Student(s) notified of award by email</td>
<td>Deposit verified</td>
</tr>
<tr>
<td>Does the donor need notification of the recipient(s)?</td>
<td></td>
<td>Enrollment, need, and grade level verified by system</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>Funds applied to student’s Bursar account</td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposited by UAF or sent to OSFA?</td>
<td></td>
<td>Transfer of funds requested, if needed</td>
</tr>
<tr>
<td>UAF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposits check into project account. Funds remain in account until funds transfer is requested by OSFA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Process Flowchart: UAF Scholarship Endowments

**UAF**

- UAF Endowment project account is established for endowment principal 40-11-XXXX
- UAF payout project acct is established for earned monthly income 40-13-XXXX

**Department**

- Student is selected and department verifies student meets eligibility requirements outline in endowment agreement
- Transfer of funds needs to be requested in August for Fall and January for Spring.

- Grade level, enrollment, and need are verified for semester by system
- Award amount entered through the Enter External Awards page

**OSFA**

- Department establishes UAccess Financials KFS acct and UAccess Student Item type to transfer and disburse funds
- UAF transfer funds to KFS acct for Fall.
- UAF payout project acct is established for earned monthly income 40-13-XXXX
- Department is notified of projected income and available amount to be awarded for upcoming academic year

**Updated: 7/25/2017**
Process Flowchart: UA Scholarship Endowments

UAF

Donor establishes UA endowment

Funds are received

Department

Agreement is shared with department

Expendable acct is established (5XXXXX)

Deposits funds into undistributed receipts acct (7800100)

Item type for UAccess Student is requested once expendable acct is finalized

Reviews scholarship specifications and selects students

Awards amount based on funds available for academic year and entered in external awards (UAccess)

Grade level, enrollment, and financial need are verified by system

FSO

Agreement is shared with fund accountants for department

Principal acct is established (7XXXXX)

Fund accountant verifies deposit meets agreement and deposits into principal acct

Monthly income is transferred to expendable acct

Funds applied to Bursar acct for appropriate semester

Updated: 7/25/2017
### Process Flowchart: Scholarship Checks with List of Students

<table>
<thead>
<tr>
<th>UAF</th>
<th>College Department</th>
<th>Office of Scholarships and Financial Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAF receives check.</td>
<td>Check is received from UAF and deposited into appropriate KFS account if necessary.</td>
<td>Check is awarded to student(s) through Enter External Awards Page</td>
</tr>
<tr>
<td>Is there a project associated with the donor/gift?</td>
<td>Notification of funds is received from UAF</td>
<td>Enrollment, financial need, and grade level verified</td>
</tr>
<tr>
<td>Yes</td>
<td>UAF deposits check into expendable project.</td>
<td>Funds applied to Bursar accts</td>
</tr>
<tr>
<td>No</td>
<td>Check forwarded to dept.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>UAF transfer funds to KFS after receiving transfer request</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Verifies students match donor’s specs. for funds.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Awards student(s) through Enter External Awards (UAccess)</td>
<td></td>
</tr>
</tbody>
</table>
Scholarship Committee

Scholarship committees are designed to aid in the student selection process. The Office of Scholarship Development recommends scholarship committees be designed and managed according to the below best practices.

Best Practices

- Inform potential selection panel members that the program is committed to a policy of fairness, equity, and inclusiveness and ensure that members agree to abide by such a policy. This has been viewed to be critical to the integrity of scholarship programs and it supports the goal of programs that are working toward greater participation in the scholarship process from all students, including those from under-represented groups.
- Create a selection panel that is as diverse a group as possible. A diverse pool of applicants is best served by a selection panel that is also varied in terms of gender, age, ethnicity, as well as expertise in relevant educational and professional fields.
- Compile qualified applications through the use of Scholarship Universe (SU). SU streamlines scholarships by allowing committees to administer its awards within one system. All current students and incoming freshman can apply for scholarships through the program. The depth of the applicant pool is far greater using this available resource.
- Minimize the impact of biases held by selection panels. Programs should organize the applications so that non-essential and non-related student information can be kept separate from professional/educational credentials and personal essays, letting reviewers form their first impressions without knowledge of extraneous information that could influence their decision-making.
- Develop and apply a clear and consistent grading system for ranking applications. A pre-established range of scores applied to applications increases the efficiency of the selection process.
- Be fair in disqualifying applicants who fail to obey the rules of application, i.e. observation of deadlines, completeness of answers, including all requested material.
- Instruct the selection panels not only about what constitutes criteria for selection, but what will be considered unacceptable criteria for inclusion or rejection. Selection committee members frequently consider criteria that should not be considered under the original terms of the scholarship set forth by donors. Primarily, the selection committee frequently applies a standard of financial need to applications, even when the need is not a criteria for the scholarship. Similarly, relationships or familiarity that selection committee members have with students on campus can play a significant, though perhaps inappropriate, role in the decision-making process.
- Monitor the work of selection panels on an ongoing basis to assure that the commitment to fairness is being honored. Transparency and accountability are critical to scholarship programs reliant on privately donated funds. Assessment is vital in a climate of diminishing resources and informs decision making in the administration of scholarship programs. Maintaining detailed statistics and making comparisons over time can help selection panels determine if the selection process is screening in or screening out particular groups of candidates and measures can be enacted to address fairness and equity in the process.
Available Amount to be Awarded Calculation

For UA Foundation endowment scholarships transfer half of the calculated total amount to be awarded each semester.

**UA Foundation Endowment Scholarships**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>KFS Expendable Account Balance (5XXXXX)</td>
<td>$</td>
</tr>
<tr>
<td>UA Foundation Expendable Project Balance (40-13-XXXX)</td>
<td>+ $</td>
</tr>
<tr>
<td>UA Foundation Expendable Project payout remaining to be earned in current fiscal year (40-13-XXXX)</td>
<td>+ $</td>
</tr>
<tr>
<td>Half Projection Amount</td>
<td>+ $</td>
</tr>
<tr>
<td><strong>Total Amount Available to Award</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

For UA Endowment Scholarships award half the total amount available in the Fall and half in the Spring.

**Endowment Scholarships**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>UA KFS Expendable Account Balance (5XXXXX)</td>
<td>$</td>
</tr>
<tr>
<td>UA Foundation Expendable Project payout remaining to be earned in current fiscal year (40-03-XXXX)</td>
<td>+ $</td>
</tr>
<tr>
<td>Half Projection Amount</td>
<td>+ $</td>
</tr>
<tr>
<td><strong>Total Amount available to Award</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

**UA Foundation Restricted Accounts**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>UA KFS Account Balance</td>
<td>$</td>
</tr>
<tr>
<td>UA Foundation Project Balance</td>
<td>+ $</td>
</tr>
<tr>
<td><strong>Total Amount available to Award</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

The UA restricted account amount available to award is the UA KFS Account Balance.
Transfer Funds

Managing scholarship dollars should follow basic financial stewardship principles. Transfer money from a UA Foundation project into the corresponding University account after determining the amounts to be awarded, but before the scholarship dollars are awarded and deducted from the account. Scholarships must be awarded to eligible students through their University Bursar account. Funds should be transferred using the appropriate Gift Disbursement form. See Appendix F for the appropriate forms listed by project.

The Office of Scholarship Development will verify student eligibility for scholarships when the transfer request is received. If the student does not qualify, the transfer will not be made and the department must rectify the scholarship award.

Student Eligibility Verification

Scholarship administrators may need to replace or cancel scholarships when ineligible recipients have been identified. This process should only be used if the recipients were identified within the same fiscal year of the award.

The Office of Scholarship Development currently reviews scholarship eligibility at the time a “Gift Disbursement for Scholarship to the University of Arizona” form is submitted. If the Office of Scholarship Development determines, based on a review of student eligibility in accordance with scholarship specifications, that a student is not eligible, the requested funds (via Gift Disbursement for Scholarship to the UA) will not be transferred. The Office of Scholarship Development will immediately notify the unit via email once the review is completed. The resulting deficit, if any, in the UA account will have to be resolved using alternative methods.
The steps to ratify a denied disbursement are described below:

1. Identify which student(s) were ineligible for every scholarship. In most cases, these students will be listed in an email sent from the Office of Scholarship Development after the review is complete.
   i. Determine/investigate why the student(s) did not meet the scholarships specifications. (Examples include grades posted after the selection, residency status change, etc.)
ii. If it is determined that the student is eligible for the award, please send clarifying information to scholarships@Uafoundation.org or reply to the original email from the Office of Scholarship Development.

iii. If it is determined that the student is not eligible for the award:
   1. Scholarship has not disbursed to the student’s Bursar account: The department should determine if the award will be canceled outright or if it will be canceled and replaced with funds from a different scholarship project.
   2. Scholarship has already been disbursed to the student’s Bursar account: The unit must determine the best course of action (i.e., Will the award be canceled and replaced or just canceled).

iv. To check disbursement rules use the following query in UAccess Student.
   1. UA_FA_DISB_RULE_ITEM_TYPES
   2. This query pulls information for all item types and all career variations.

   2. Cancel the award(s).
      i. Note: Cancelling a disbursed award will create a balance on the student’s Bursar account, which the student will have to pay back. If no replacement of funds is going to be made, immediately notify the student and let them know in advance so that they can make arrangements to cover the negative balance in their account before any holds or late fees are applied.
      ii. Once the student(s) is (are) identified, make a list with the student name(s), Student IDs, and award amount, along with the scholarship name and account number.
      iii. Next, log on to UAccess Student as administrative staff and navigate to “External Awards”.
      iv. Enter the Account (KFS #) or Item Type.
         1. If you enter the KFS account number, click the magnifying glass next to the item type text box and select an item type number.

         ![Enter Awards](image)

         v. Enter the Student ID and select “Cancel” under entry type. Award amount will automatically be set at $0 once you select Cancel.
            1. Optional (but strongly recommended): Click comments to add notes indicating why you are modifying the award. You can review this note in Manage External Awards if any questions arise later as to why the award was canceled.

   vi. If the award is not going to be replaced proceed to step vii. If the award is going to be replaced click on the + sign and proceed to step 3.
vii. Enter the approver’s Net ID.
viii. Check for errors and submit.

3. Replace the award(s).
   i. Identify the replacement scholarship project.
   ii. Ensure the student is eligible based on the replacement scholarship specifications.
   iii. Depending on the time of year, if a student is awarded for the academic year and was identified in the fall as being ineligible, decide if the replacement award will be for the academic year or for one term only.
   iv. Enter the KFS account number or item type for the replacement scholarship project on the new line.
   v. Enter the Student ID, select “New” under entry type and enter award amount.
   vi. Enter the approver’s Net ID.
   vii. Check for errors and submit.

4. Repeat steps 1-3 for each student.
5. Check that awards were approved and have disbursed to the student’s Bursar account.
6. Submit a “Gift Disbursement for Scholarship to the University of Arizona” request for all new/replacement awards.

Having trouble? Contact OSFA-DeptAskAid@email.arizona.edu or Scholarships@Uafoundation.org.
Section 4: Donor Stewardship

Once a scholarship has been awarded, the donor should be stewarded by the department and the donor may request certain information. The department should encourage/require scholarship recipients should send thank you letters to steward donors and acknowledge their generosity. Students should work with the development office to draft these letters. They will be mailed from the development office. Scholarship thank you letters will be completely managed by the development office.

Upon award, the donor may request information about the students who received the awards. Information gathered that was available on the specifications and scholarship information generally can be shared. It’s best to email the student to ask for permission to share their information with the donor(s) of the scholarship they received. Any information protected by the FERPA law must be protected from release unless given direction by the student themselves.

Donor Acknowledgment Letter Best Practices

- Acknowledge gifts within one week of the gift date.
- Do not include the gift amount in the acknowledgment letter. This can send conflicting messages to the donor about their gift because the donor will also receive a tax receipt.
- Review letters with your college’s stewardship office and/or development officers before generating. They may provide additional information about certain letters that need more attention or personalization.
- Do not acknowledge gifts where the donor has requested to be anonymous or has requested no communication from the UA.

For additional donor acknowledgment best practices or questions, email the Constituent Relations, Marketing & Communications, and Giving Programs Office at donorservices@uafoundation.org. If assistance is needed with pulling mailing lists email resupport@uafoundation.org.
Sample Thank You Letter Template

Dear Mr. and Mrs. Donor:

Use the first paragraph to express thanks for the scholarship you received. Indicate how the scholarship will improve your college experience.

The second paragraph of your thank you letter should include some facts about you, activities you are involved in, passions that you are pursuing, clubs you are a member of, and your future plans. If you are a returning recipient, give an update on what is new from last year. Donors want to feel their money is going to good use and this is your chance to reassure them that you are a good representative of the University of Arizona.

In your final paragraph, restate your appreciation for being awarded the scholarship and your intention to continue with your involvement and your academics. You may also include your contact information if you would like to share it with the donor.

Sincerely,

Your Typed Name
Section 5: Resources

Scholarship Contact List

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arizona Assurance, Edith Auslander</td>
<td>(520) 621-3943</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:edie.auslander@uafoundation.org">edie.auslander@uafoundation.org</a></td>
</tr>
<tr>
<td>Compliance and Gift Transactions</td>
<td>(520) 626-2993</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:fiduciarycompliance@uafoundation.org">fiduciarycompliance@uafoundation.org</a></td>
</tr>
<tr>
<td>External Awards—contact with questions about the</td>
<td>(520) 621-3746</td>
</tr>
<tr>
<td>UA process for transferring funds from the</td>
<td><a href="mailto:cjwong@email.arizona.edu">cjwong@email.arizona.edu</a></td>
</tr>
<tr>
<td>foundation to student bursar accounts</td>
<td></td>
</tr>
<tr>
<td>Office of Scholarship Development</td>
<td><a href="mailto:scholarships@uafoundation.org">scholarships@uafoundation.org</a></td>
</tr>
<tr>
<td>OSFA—general UA scholarship questions, point of</td>
<td>(520) 621-1858</td>
</tr>
<tr>
<td>contact for students and staff</td>
<td><a href="mailto:askaid@email.arizona.edu">askaid@email.arizona.edu</a></td>
</tr>
<tr>
<td>RE Support: general RE support, gift processing &amp; tax</td>
<td><a href="mailto:RESupport@uafoundation.org">RESupport@uafoundation.org</a></td>
</tr>
<tr>
<td>receipts</td>
<td></td>
</tr>
<tr>
<td>Scholarship eligibility questions</td>
<td>Sherrie Svedberg,</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Svedberg@email.arizona.edu">Svedberg@email.arizona.edu</a></td>
</tr>
<tr>
<td></td>
<td>Carmen Moreno,</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:carmenmoreno@email.arizona.edu">carmenmoreno@email.arizona.edu</a></td>
</tr>
<tr>
<td>Scholarship Universe</td>
<td>Kenneth Downs,</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:kvd@email.arizona.edu">kvd@email.arizona.edu</a></td>
</tr>
<tr>
<td>UA Financial Services Office—primary FSO contact</td>
<td><a href="mailto:fin-mgmt@fso.arizona.edu">fin-mgmt@fso.arizona.edu</a></td>
</tr>
<tr>
<td>regarding scholarships</td>
<td></td>
</tr>
<tr>
<td>UAccess Systems—Access Provisioning Tool</td>
<td><a href="http://uaccess.arizona.edu">http://uaccess.arizona.edu</a></td>
</tr>
<tr>
<td>UAFDN.org</td>
<td><a href="mailto:kty.ripp@uafoundation.org">kty.ripp@uafoundation.org</a></td>
</tr>
</tbody>
</table>

Additional Resources

FSO Object Codes: http://www.fso.arizona.edu/financial-management/object-codes

OSFA Departmental Help for Scholarships & Stipends: http://financialaid.arizona.edu/faculty-staff/departmental-help-scholarships-and-stipends

OSFA External Awards Guide: http://www.library.arizona.edu/applications/quickHelp/tutorial/externalawards/single-page/1

RE access & training: www.uafoundation.org/resupport

Student Scholarship Awards Policy: http://policy.fso.arizona.edu/fsm/1300/1310

Updated: 7/25/2017
Appendix A: Scholarship v Financial Aid

Scholarship vs. Financial Award

The following guide is meant to assist in distinguishing between a scholarship and a financial award. Although both result in funds ultimately distributed to University of Arizona recipients, when speaking with donors, it is important to be aware of the similarities and differences, so questions may be appropriately addressed. Also, knowing which type will simplify the process of establishing the project (at the Foundation) and item type (at the University).

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Scholarship</th>
<th>Financial Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, Books, and Fees</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Conference Expenses and Fees</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Travel / Research Expenses</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>UA Sponsored Study Abroad Program</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Non-UA Sponsored Study Abroad Program*</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*Funds for non-UA sponsored study abroad programs cannot be disbursed through the University of Arizona or the UA Foundation.

<table>
<thead>
<tr>
<th>Evaluative Qualities</th>
<th>Scholarship</th>
<th>Financial Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Merit</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Financial Need*</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Community Service</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Leadership</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Character / Integrity</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Talent / Future Promise</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

*As determined by the Free Application for Federal Student Aid (FAFSA) and the UA Office of Scholarship and Financial Aid (OSFA).

<table>
<thead>
<tr>
<th>Identification Process</th>
<th>Scholarship</th>
<th>Financial Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Nomination</td>
<td></td>
<td>x</td>
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<table>
<thead>
<tr>
<th>Selection Process</th>
<th>Scholarship</th>
<th>Financial Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fair and Impartial*</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Direct Identification</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

*For all scholarships, the University and its affiliates must demonstrate steps taken to ensure each candidate/applicant was given fair and unbiased consideration. Clear and concise scholarship specifications which detail eligibility, selection, and award values are required.

<table>
<thead>
<tr>
<th>Project/Account Type</th>
<th>Scholarship</th>
<th>Financial Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Endowed/Restricted Scholarship Project/Account</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Endowed/Restricted Gift Project/Account</td>
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<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Disbursement Method</th>
<th>Scholarship</th>
<th>Financial Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recipient’s UA Bursar Account</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Direct Payment to Recipient*</td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

*There are potential tax implications for recipient(s). Additionally, if funds are from a UA Foundation account, recipient(s) must be a U.S. citizen or permanent resident with valid social security number.

If you have additional questions, you may contact: scholarships@uafdn.org

Updated: 7/25/2017
Appendix B: Criteria Checklist

**UA Class Status:** Which groups are eligible for consideration?
- ☐ Incoming Freshmen
- ☐ Transfer Students
- ☐ Sophomore
- ☐ Junior
- ☐ Senior
- ☐ Graduate

**Enrollment Status:**
- ☐ Full-Time (Minimum of 12 units for undergraduate/ 6 unit minimum for graduate)
- ☐ Part-time (Fewer than 12 units for undergraduate/ Less than 6 units for Graduate)
- ☐ Any

**UA Minimum Grade Point Average:**
- ☐ Cumulative GPA of at least __________
- ☐ Not Applicable

**Student Affiliation:** Determine eligible student population
- ☐ Entire UA
- ☐ College Specific
- ☐ Department Specific
- ☐ Group/Organization Specific

**Explain:** ____________________________________________

**Base criteria:** (select all that apply)
- ☐ Academic Merit (Minimum GPA must be designated)
- ☐ Financial Need (determined by FAFSA or Financial Need Calculation for International Students form)
- ☐ Other (Refer to the Scholarship Do’s and Don’ts List)

**Please explain:**

**Expanded criteria:** (select all that apply)
- ☐ Demonstrated leadership experience
- ☐ Work/Interest in a particular field of study
- ☐ Non-traditional/returning student
- ☐ Community Service
- ☐ First generation student
- ☐ Other: __________________________

**SELECTION Process:** How will the applicant pool be established?
- ☐ Student Application
- ☐ Nominated by Office of Scholarships & Financial Aid
- ☐ Nominated by faculty/staff, please specify who: _______________________________________

**Selection Process:** Who will make the awarding decision?
- ☐ Review Committee
- ☐ College Dean
- ☐ Department Head
- ☐ Office of Scholarships & Financial Aid

Updated: 7/25/2017
**AWARDS**

**Number of Awards**: How many students will be funded for the academic year.
- [ ] Varies
- [ ] Specific Quantity: ________________________________

**Amount of the Award**: Scholarships are awarded each academic year and will be split between the Fall and Spring semester.
- [ ] Varies
- [ ] Specific Amount: ________________________________

**Award Type**: Determine if the award is a one-time award or renewable
- [ ] One-Time
- [ ] Renewable (must select one)  
  - [ ] Auto Renew  
  - [ ] Re-Apply

**Renewal Criteria**: Criteria that must be maintained for renewal
- [ ] Minimum GPA
- [ ] Unit Requirement
- [ ] Other

**Renewal Duration**: Determine the length of renewal capability
- [ ] Completion of Degree
- [ ] Specific number of years/semesters: ________________________________
- [ ] Other: ________________________________

Updated: 7/25/2017
Appendix C: Creation Checklist

CREATING A NEW SCHOLARSHIP
AT THE UNIVERSITY OF ARIZONA FOUNDATION

Note: For general endowments, please refer to the Creating a New Endowment Checklist.

- Review Scholarship Criteria Checklist and the Scholarship v. Financial Award job aid to determine if gift qualifies as a scholarship. Refer to Do's and Don’ts list.
- Conduct initial meeting with the donor. Complete this checklist.
- Download the Scholarship Specifications Template.
- Email the DRAFT Scholarship Specifications to fiduciarycompliance@Uafoundation.org. The office will review the specifications and respond with any changes or modifications.
- After specifications are approved, prepare DRAFT Endowment Gift Agreement Template. If the scholarship is not an endowment, then fill out a standard gift agreement.
- Email the DRAFT agreement to fiduciarycompliance@Uafoundation.org of the UA Foundation Fiduciary Compliance Office. The office will review the agreement and respond with any changes or modifications.
- Upon approval from the UA Foundation Fiduciary Compliance Office, print three (3) originals on non-letterhead bond paper and provide to the donor(s) and UA personnel, as appropriate, for signature. Depending on the dialogue you have already had with the donor(s), you may wish to first submit a draft to the donor(s) for their review. *If Planned Giving is involved, then increase to four originals.
- Forward all three (3) donor-signed and college/unit-signed originals to the UA Foundation Fiduciary Compliance Office for UA Foundation signatures at the Swede Johnson Building, Room 402N.
- After all signatures have been acquired, the three (3) originals will be distributed as follows:
  - One original retained for the UA Foundation endowment account file.
  - One original returned to your development office. Please be sure to maintain this copy in your permanent files as the UA Foundation is not responsible for storing your permanent files.
  - One original placed in presentation folder to be presented to the Donor(s) by the development office. Submit a New Project Request Form to the UA Foundation Financial Services Office to establish the endowment project with the UA Foundation.
- Submit a New/Change Fund action in Raiser’s Edge to establish a fund into which gifts will be deposited. Note: It is recommended that you perform this step simultaneously with the previous step in order to ensure the ability to immediately deposit any funds that have already been received. Also, please be sure to establish the relationship between the fund and the donor constituent in The Raiser’s Edge. This ensures that your donor will receive an annual endowment report.
- Submit a request to UA Financial Services Office for UA KFS award account. Email UA Foundation Financial Services at michelle.mixer@UAfoundation.org with the account number when received.
- Download the Item Type Request Form and submit to UA Office of Scholarships & Financial Aid.

Updated: 7/25/2017
Appendix D: Sample Specifications

NAME OF SCHOLARSHIP

SAMPLE

SOURCE: DONOR/ORGANIZATION NAME and gifts from friends, family, and/or the community.

ELIGIBILITY: Applicants must be a full-time undergraduate or graduate majoring in MAJOR with a minimum X.X cumulative GPA or greater.

SELECTION PROCESS: A scholarship review committee comprised of faculty, staff, and department head will review and select the recipient(s). The committee will evaluate each applicant based on academic merit, financial need, and other relevant measurable qualities (please specify). Refer to the Criteria Checklist for guidance.

VALUE: The number and amount of each award will be determined by the available payout from the endowment. Award recipient(s) are eligible for renewal consideration if he/she continues to demonstrate satisfactory academic progress as defined by the eligibility criteria.

Approved by:

___________________________________ Date: ________________
(Donor name)

___________________________________ Date: ________________
(Signer can be the director, department head, or dean)

___________________________________ Date: ________________
Ken R. Dildine, Vice President
Fiduciary Compliance and Gift Transactions
The University of Arizona Foundation
## Appendix E: Project Structures

### UA Foundation Project Structure

<table>
<thead>
<tr>
<th></th>
<th>General</th>
<th>Scholarship</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unrestricted</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10-10-XXXX</td>
<td></td>
<td></td>
<td>Check request form (EU#)</td>
</tr>
<tr>
<td><strong>Restricted</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20-10-XXXX</td>
<td></td>
<td></td>
<td>Request for Gift Disbursement Form (EM#) or Gift Disbursement to the UA Form (ET#)</td>
</tr>
<tr>
<td>20-11-XXXX</td>
<td></td>
<td></td>
<td>Gift Disbursement to the UA Form (ST#)</td>
</tr>
</tbody>
</table>

### UA Endowments

<table>
<thead>
<tr>
<th></th>
<th>Principal</th>
<th>Expendable</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Principal</strong></td>
<td>40-00-XXXX</td>
<td>40-01-XXXX</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>Expendable</strong></td>
<td>40-02-XXXX</td>
<td>40-03-XXXX</td>
<td>no form-automatic disbursement</td>
</tr>
</tbody>
</table>

### UA Foundation Endowments

<table>
<thead>
<tr>
<th></th>
<th>Principal</th>
<th>Expendable</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Principal</strong></td>
<td>40-10-XXXX</td>
<td>40-11-XXXX</td>
<td>n/a</td>
</tr>
<tr>
<td>40-12-XXXX</td>
<td></td>
<td></td>
<td>Request for Gift Disbursement Form (EM#) or Gift Disbursement to the UA Form (ET#)</td>
</tr>
<tr>
<td><strong>Expendable</strong></td>
<td>40-13-XXXX</td>
<td></td>
<td>Gift Disbursement to the UA Form (ST#)</td>
</tr>
</tbody>
</table>

### UA Account Structure

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Restricted</strong></td>
<td></td>
</tr>
<tr>
<td>53XXXXX, 54XXXXX, 55XXXXX, or 56XXXXX</td>
<td>50XXXXX, 51XXXXX, 52XXXXX</td>
</tr>
<tr>
<td><strong>Endowments</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Principal</strong></td>
<td>7XXXXXXXX</td>
</tr>
<tr>
<td><strong>Expendable</strong></td>
<td>5XXXXXXXX</td>
</tr>
</tbody>
</table>
Appendix F: Scholarship Timeline

- Jan: Disburse Funds to Students for Term
- Mar - Apr: Amt. Available Disburse to Units
- 5/1: Scholarships Entered
- 6/1: Renewal Scholarships Awarded
- Sep: Meet with Development Office, Business Office, and Scholarship Administrator
- Sep - Oct: Review Scholarship Specifications
- August: Disburse Funds to Students for Term
- Sep - Oct: Scholarship FAFSA Opens

January - April: Begin Scholarship Process for next AY

January - December