



Establishing Graduate Awards

Thank you for your interest in enhancing the experience of our graduate students. Scholarships provide meaningful encouragement and assistance to scholars, and increase their opportunities to concentrate on study and research. We are happy to work with you to ensure that your donation is designated according to your wishes. To assist you, here is a brief discussion of the major issues to be considered.

There are three ways to participate in our graduate awards programs:

1. *Contribute to an Existing Graduate Award:* You can contribute either to an existing named award or to a general award fund. The University appreciates contributions to the general award fund because it affords the university flexibility to adapt to changing needs and new programs. There are various contribution options available to you, for example, a lump-sum payment or an annual donation. The Faculty of Graduate Studies and Research can help identify the award program of your preference and the University Development Office can advise on a payment schedule that best suits your situation and offers you optimal tax advantages.
2. *Establish an Endowment:* Your donation can establish an endowment that will fund one or more annual awards in perpetuity and create a lasting testimonial to donors or individuals for whom the award is established. A donation of \$25,000 is required to establish an endowed award that will sustain the minimum of \$1,000 required annually to establish a graduate award. Larger endowments can provide greater annual award values or support multiple awards.

The University of Alberta Endowment Investment Policy recognizes the need for endowed funds to maintain their real purchasing power and value over time. In accordance with the University policy, our fund managers endeavor to maximize returns within an acceptable level of risk to maintain capital and to provide for an appropriate level of spending. All assets are combined in the Unitized Endowment Pool (UEP). Each endowment fund is issued a number of units based on the unit market value of the UEP at the time new funds are invested.

A spending allocation is provided to each endowment fund. This is based on a percentage of the three-year moving average of the UEP unit market value and the number of units of each endowment fund in the UEP. Earnings in excess of the spending allocation are reinvested in the UEP in order to increase the value of the pool and to increase future spending allocations. For information pertaining to endowment funds, please refer to: www.finance.ualberta.ca.

3. *Make Annual Donations:* You can arrange to make annual payments to support a new named award. The annual contributions must be at least \$1,000 per year, with a minimum five-year commitment.

Administration of Graduate Awards

The Faculty of Graduate Studies and Research and the Graduate Scholarship Committee administers graduate awards. All graduate awards administered by the Faculty are listed on the University of Alberta website and also appear on the award recipient's official transcript.

Eligibility Criteria

Scholarships are awarded based on academic achievement and scholarly excellence, as determined by achievement in courses, research potential, published scholarly work (including works of art, research contributions, and performances) and letters of reference. Most graduate scholarship recipients must be registered full-time in a graduate degree program at the University of Alberta. However, it is possible to include part-time student eligibility for awards with a value of \$3,000 or less that are restricted to students in a single department. Because scholarships are awarded on the basis of excellence, financial need is not taken into consideration, and reference to eligibility on the basis of financial need is not permitted. A –Graduate Scholarship| is reserved for recognition of superior academic achievement (equivalent to a grade point average of 3.5 or greater on the University of Alberta grading scale); additional selection criteria also may be considered. A –Graduate Award| is reserved for recognition of satisfactory academic achievement (equivalent to a grade point average of 3.0 or greater for awards offered to students newly admitted to a graduate degree program or a grade point average of 2.7 or greater for awards offered to students continuing in a graduate program); additional selection criteria also may be considered.

Secondary eligibility criteria can be specified; the most common ones are field of study or degree program. To maximize the opportunities to identify excellent recipients and streamline the selection process, it is preferable to limit the number of secondary eligibility criteria.

field of study — a narrowly defined field or a broad area of interest (eg Anthropology, Business Computing, International Relations). If the field of study is unspecified, the award will be available to students in all units offering a graduate degree.

degree program — (eg doctoral level, master's level, research-based degree programs). If the degree program is unspecified, the award will be available to students in any master's or doctoral program. Special, Visiting, Qualifying or Probationary students, and students on academic probation are not eligible for graduate awards.

Other secondary criteria could be:

a student in the first or last year of the program, a student engaged in the active research phase or thesis-writing phase, etc.

award designated for fees, research travel or research expenses, etc.

Criteria which would involve discriminating by gender, race, religion, or other factors mentioned in such legislation as the *Canadian Charter of Rights and Freedoms* or the *Alberta Human Rights, Citizenship and Multiculturalism Act* are not permitted. In certain cases, this legislation allows designation of a specific disadvantaged group (eg currently, women in engineering or men in nursing) until such time as the disadvantage is overcome. We can assist you with suggested wording if you are interested.

If we are unable to identify a suitable candidate in a given year based on the stated criteria, the award will not be offered in that year. The award stipend will be returned to the endowment principal (if applicable) or held for another competition.

If an award is designated as renewable, it will be given to the same student for a second year provided the department presents evidence that the student is doing well in an ongoing program of studies. Designating an award as renewable means that the award is of greater benefit to each student, but it cannot be given as often or to as many students.

Ongoing Administration

To optimize your donation, the University will closely monitor the growth, distribution, and administration of your award(s). This may necessitate making changes to the eligibility criteria to meet evolving needs.

For example:

Academic programs or degrees may be phased out and replaced with programs that are closely related to your stated interests.

New policy or legislation may render the terms of reference impractical.

Growth of the endowment may allow for more awards, or awards of greater value.

We encourage you to authorize the Dean of Graduate Studies and Research to make minor changes to the terms of reference. The Faculty of Graduate Studies and Research is committed to the following principles:

Change will be introduced as required to accommodate modification in policy, legislation, or program/degree descriptions.

Award description will be retained as closely as possible to your initial stated interests.

Changes effected will reflect the University's ongoing commitment to support excellence in academic achievement.

Reference to the name of the award as you have designated will always be maintained.

If you do not wish to delegate this authority to the Dean, then it is important that you provide us with specific instructions.

Designate a person or organization to act on your behalf

Outline specific instructions – for example, if your designate is no longer viable either: 1) authority falls to the Dean, FGSR, or 2) the award is withdrawn and funds transferred to the general graduate award endowment

The Faculty of Graduate Studies and Research is committed to the welfare and scholarly development of graduate students and is actively working to ensure continued stable funding for our students. Your gift will allow us to attract and to support outstanding graduate students.

We thank you for considering the needs of graduate students, and for joining with us in our endeavour to provide the opportunity for excellent experience to our students. For advice and assistance in finalizing terms of reference for your award, please contact the Office of Advancement at 780.492.7400 (toll free 1.888.799.9899) or giving@ualberta.ca.

Establishing Graduate Awards

Please help us to prepare a preliminary draft of the terms of reference of the proposed award by providing the following information.

Donor	
Name of Donor	
Street, Box Number, Apartment Number	
City or Town and Province	Postal Code
Home Telephone	Business Telephone
Fax Number	Email Address

Authorized Contact (if different from Donor)	
Name of Contact	
Street, Box Number, Apartment Number	
City or Town and Province	Postal Code
Home Telephone	Business Telephone
Fax Number	Email Address

1. Designation of your Donation (Please one)

Support for an existing graduate award:

Name of Award _____

To be determined in consultation with the University of Alberta

Establish Named Graduate Award: _____

(to be named in honor of): _____

For example: ABC Graduate Scholarship in Biological Sciences or XYZ Graduate Award in History

2. Distribution of Funds (Please one)

Endowment of \$ _____

Annual Contribution of \$ _____

3. Disbursement of the Award

Initial value of the award: \$ _____

Number offered per year: _____

Term of the Award: (Please one)

One year

One year plus one renewal year

To be determined after consultation with the University

4. Field of study (Please \checkmark one)

- Unrestricted
- Specified field _____

5. Degree program (Please \checkmark one)

- Unrestricted
- Specified degree program _____

Other criteria: _____

6. Authorization to Change (Please \checkmark one)

- I authorize the Dean, Faculty of Graduate Studies and Research to make minor changes to the terms of reference based on the principles outlined in the Guidelines for Establishing Graduate Awards.

OR

- Before making any changes to the award, please consult _____.

If this designate is no longer viable:

- authority falls to the Dean, FGSR
- the award is withdrawn and funds transferred to the general graduate award endowment
- Other _____

I understand that I will have an opportunity to participate in the development of the scholarship, and will approve the terms of reference before ratification by the Graduate Scholarship Committee.

Name of Donor

Signature of Donor

Date