Appendix A. Flowchart of steps for establishing a UTS scholarship or prize

Establishing a UTS Scholarship or Prize

**Step 1. Contact the Scholarships Office**

- Is it for coursework students?
  - No, it's for graduate research students
    - Graduate Research School (GRS) will provide advice on your Conditions of Award and the following process
    - Scholarships Office (SO) will provide advice on your Conditions of Award
    - GRAFT Conditions of Award

**Step 2. Securing funding for a prize or coursework scholarship**

**Step 3. Negotiate roles and responsibilities & Finalise funding agreements and Conditions of Award**

- Where is the funding coming from?
  - Consultation between:
    - Internal UTS funding
      - Provost to approve: Prizes & Scholarships below the minimum value
      - Development Office, Scholarships Office & Owning Faculty/Unit
        - Conditions of Award
    - Philanthropic (Donor)
      - Provost to approve: Prizes & Scholarships below the minimum value
      - UTS External Engagement, Scholarships Office & Owning Faculty/Unit
        - Sponsorship Agreement
        - Conditions of Award
    - Sponsorship (Sponsored)
      - Provost to approve: Prizes & Scholarships below the minimum value
      - UTS External Engagement, Scholarships Office & Owning Faculty/Unit
        - Sponsorship Agreement
        - Conditions of Award

**Step 4. Stakeholders endorse final Conditions of Award**

**Step 5. UTS approvals**

- Is it for one faculty only?
  - No, it's for students from more than one faculty
    - Stakesholders and SO to endorse
      - Stakeholders and SO to endorse
  - Yes
    - Graduate Research School Board to approve CoA
      - Director, Student Administration Unit to approve CoA
      - Faculty Board to approve CoA

**Step 6. Create official UTS file**

**Estimated timeline**

- 2-3 weeks
- 2-4 weeks
- Negotiation timing depends on complexity of funding, conditions and no. of stakeholders
- 3 weeks to 6 months
- Approval timing dependent on board meeting schedules
- 4-8 weeks