This Checklist is for ***ENDOWED*** prizes/scholarships only (it may also apply to endowed fellowships, awards, bursaries, bequests etc). *Endowed* means a prize/scholarship which has been established in perpetuity and the capital sum is held in the University’s Endowment Fund, only the income from the capital sum is used to fund the prize/scholarship each year.

All prizes/scholarships must be reviewed at least every 3 years (refer Giving Policy):-

The aim of the review is to determine if:

a) The value of the prize/scholarship should be increased;

b) The prize/scholarship fund should be recapitalised, particularly if excess income has accumulated in the project code of the prize/scholarship since the previous review;

c) The prize/scholarship should continue to be offered; and

d) The rules for the prize/scholarship are still appropriate and consider any need for amendment.

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| Step 1 | **Faculty/Division/School and** **Legal and Risk Branch****Identify need to amend prize/scholarship rules*** Local area identifies need to change rules as current rules out of date or no longer apply
* Liaise with Trusts Officer, Legal and Risk Branch to notify that a review of prize/scholarship rules is occurring and give indication of proposed changes required
* Legal and Risk to advise whether proposed changes are Minor or Major and if it will require Donor consent and/or a [Cy Prés application](http://www.adelaide.edu.au/legalandrisk/docs/resources/CyPres.pdf) to the Attorney General or Supreme Court. If either is required, L&R to work with local area and External Relations Office to vary trust conditions as required
* Local area to liaise with External Relations Office (Development Officer for relevant Faculty) re Step 2
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| Step 2 | **External Relations Office (Development Officer for relevant Faculty)****Donor relationship management**Minor rule changes do not need donor contact (ie prize/scholarship value, change of course name, change of department name).Major rule changes may require donor contact (ie change of purpose, selection criteria). If unsure, liaise with the Trusts Officer (Legal and Risk – ext 35804) * If the original donor is alive, liaise to *identify/communicate* changes, or to *seek written approval* if legally required
* If the original donor is not alive, liaise with donor’s family to identify/communicate changes. (If the donor’s approval for changes is legally required, the family cannot consent on the donor’s behalf; a [Cy Prés application](http://www.adelaide.edu.au/legalandrisk/docs/resources/CyPres.pdf) will be required). Seek further clarification from the Trusts Officer (Legal and Risk – ext 35804)
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| Step 3 | **Faculty/Division/School****Draft revised rules – seek approval from relevant Head of School/Discipline**Once approval of donor obtained (or contact made with donor’s family) OR if donor agreement not required:-* Draft revised rules using either the [Prize Rule Template](https://www.adelaide.edu.au/give/docs/donor-prize-rule-template.doc) or [Scholarship Rule Template](https://www.adelaide.edu.au/give/docs/staff-guide/internal-funds-scholarship-rules.docx) (or amend existing rules in track changes if rules already in template form)
* Send revised rules to relevant Head of School/Discipline or other Faculty/School/Division staff for approval
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| Step 4 | **Faculty/Division/School****Forward approved and revised Rules to Legal and Risk**Once local area approval on proposed new rules has been obtained:-* Send copy of approval and revised Prize Rules to Trusts Officer, Legal and Risk Branch, for final review and for Legal and Risk to seek formal approval (jackie.morris@adelaide.edu.au)
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| Step 5 | **Legal and Risk Branch****Review amendments for compliance with trust requirements*** Review amended prize/scholarship rules to check compliance with trust conditions
* If proposed amended rules not compliant with trust conditions, liaise with Faculty/School/Division. If further changes to rules required, refer back to Step 3.
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| Step 6 | **Legal and Risk Branch****DVC(A) or DVC(R) Approval of Rules****Submission of Cy Pres Application*** Legal and Risk Branch prepare Memo and forward revised prize/scholarship rules to DVC(A) (coursework prize/scholarships) or DVC(R) (research prize/scholarships) for final approval.
* If [Cy Prés application](http://www.adelaide.edu.au/legalandrisk/docs/resources/CyPres.pdf) required, L&R to prepare memo to DVC(A) or DVC(R) for approval of rules and then to Vice-Chancellor for approval of [Cy Prés application](http://www.adelaide.edu.au/legalandrisk/docs/resources/CyPres.pdf)
* L&R then submit [Cy Prés application](http://www.adelaide.edu.au/legalandrisk/docs/resources/CyPres.pdf) to Attorney General or Supreme Court
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| Step 7 | **Legal and Risk****Forward approval to Local Area, Update UTR and Bequests Database*** Once approval received from DVC(A) or DVC(R) on revised rules, Legal and Risk to forward approval and revised rules to local area. Local area to ensure Step 8 is complete
* Once Cy Prés application approval received from Attorney General or Supreme Court, L&R provide copy of approved new rules to local area for file. Local area to ensure Step 8 is complete.
* L&R to update University Trust Record on website and Bequests and Trusts database
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| Step 8 | **Faculty/Division/School****Update File & Website, Award Prize/Scholarship under New Rules*** Place copy of approval and revised Prize/scholarship Rules (in template form) on RMO file;
* Update Faculty/Division/School prize/scholarship website
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