

PRIZES PROCEDURE

[Policy Hierarchy link](#)

managers, general finance staff and staff employed in the Foundation office must comply with these Procedures.

2. Definitions

Award	An Award is a grant of financial aid which is of at least \$2,000 and less than \$5,000 in value and doesn't have to be for the duration of the degree program. Awards are administered by the Scholarships Office
Certificate	Official UNSW Certificate presented to Prize recipients
Contributor	Generic term used for a sponsor, donor or grantor to UNSW
Development Manager	Staff in a Faculty/Division with responsibility for fundraising who either report directly to the Foundation, or who have a dotted line report to the Foundation.
Externally Funded Prize	Externally funded prizes are funded by external contributions, including gifts and sponsorships
FC101 Project	A fund code set up specifically to record how the faculty/division uses

In-Prizes In- 14.92 276337 00.481 k12.3 (i)d priz003U e(g g)- are non-bud3ets

Monetary Priz003U Monetary priz003U e(g g)- are thos003U e priz003U e(g g)- for whi..3 (ic)-8 (h t)-13.2 (he s)-re.003U eive(g g)- a (g g)tary reward

New South S Fi13 nand F13 als. The Universi..3 (it)-1.1 (y)-8 (of)-13.2 (N)-2.9 (ew)-15 (S)2.4 (o)-12.3 (ut)-1.1 (h

P3

3

Pledge Reminder

A letter/document sent to a contributor to remind them of a pledge made for a gift. It is not a tax invoice and so is not generated through a financial system. Pledges

4. Externally funded Prizes

The establishment of a new prize requires the Dean's approval as stated in the section 7.8.1(c). Approval is granted by way of the signature of the Dean on the New Prize Form.

Funding of a Prize may be through a gift, a sponsorship, a bequest, a fundraising event or a non-contract grant. Refer to the for more information.

In some Faculties/Divisions the prizes process may be decentralised to Schools/Departments and the Development Manager may delegate the completion of Prize forms to those staff. The Development Manager will still be the reference point for Foundation Office communications, and will be responsible for ensuring the relevant paperwork is completed.

It is the responsibility of the Development Manager to ensure that the prizes process is completed in accordance with the policy outlined in the Development Manager's Handbook, section 6.6 (Prizes).

- Faculty/Division/School/Department Prizes Officer requests disbursement of funds for all awarded prizes to nominated FC101 project.
- Faculty/Division/School/Department Prizes Officer processes Expense Reimbursement Claims drawing on the FC101. Payment may be by cheque or EFT. Refer to the Expense Reimbursement Quick Reference Guide (under Training Materials on the Finance Website).
- Faculty/Division/School/Department Prizes Officer collects cheques from Treasury to be presented to students on the Prize Night, if applicable.
- All monetary prizes must be paid by UNSW to the student, and cannot be paid directly to the student by the contributor.

5. Internally funded Prizes

A University Faculty/Division/School/Department has decided to establish and commit to funding a new prize. All University funded prizes are assumed to be continuing unless the.6 (ded)11.2 zo(p10.6 (s)ub2 (u)10.5 (m).9 (i)2.6 (t)-69 (es)-2 (he)10.6 ()J.6 (v)a7 (er)-6 (i)

5.4 Cancellation of an internally funded Prize⁸

- Faculty/Division/School/Department determines that Prize is to be cancelled and completes the Prize Cancellation Form.
- The Prize Cancellation Form can be found at
- Faculty/Division/School/Department submits Prize Cancellation Form to the Dean for signature.
- Faculty/Division/School/Department submits original signed Prize Cancellation Form to Student Administration and a copy to the Development Manager.
- Student Administration cancels the prize in SiMS and updates the Prizes website.

5.5 Generating a prize payment for an internally funded Prize

- All monies for Internally Funded Prizes must be drawn from the General Operating Account (OP001) of the year in which the prize is awarded.
-

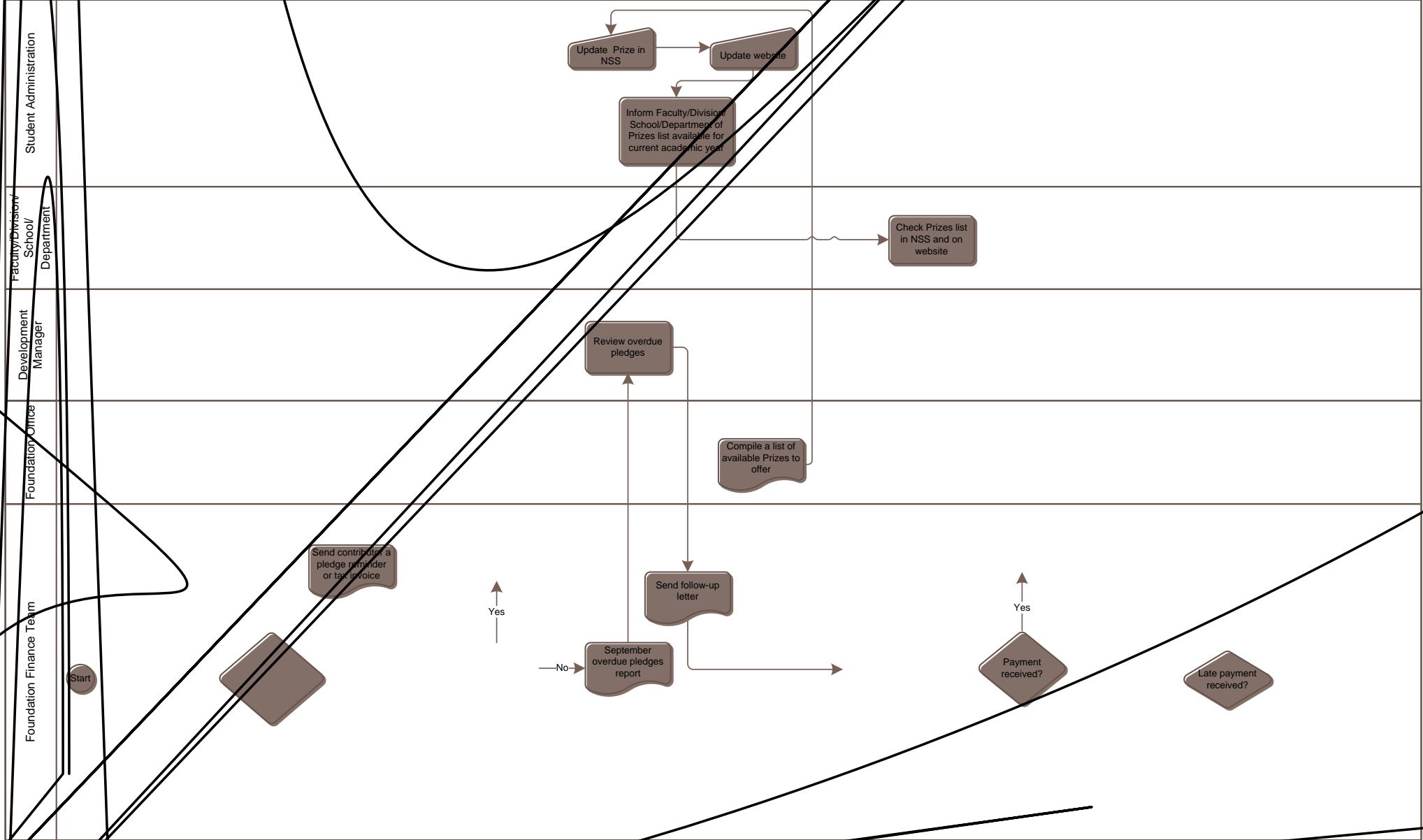
Appendix A: History

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Pro-Vice-Chancellor (Students) and Registrar	16 July 2012	16 July 2012	This is a new procedure.
1.1	Administrative update by Head, Governance Support	31 October 2012	31 October 2012	Responsible Officer updated from the Chief Executive, UNSW Foundation.
1.2	Administrative update by Deputy Head of Governance	18 February 2016	29 February 2016	Administrative updates to senior team roles, update of links.

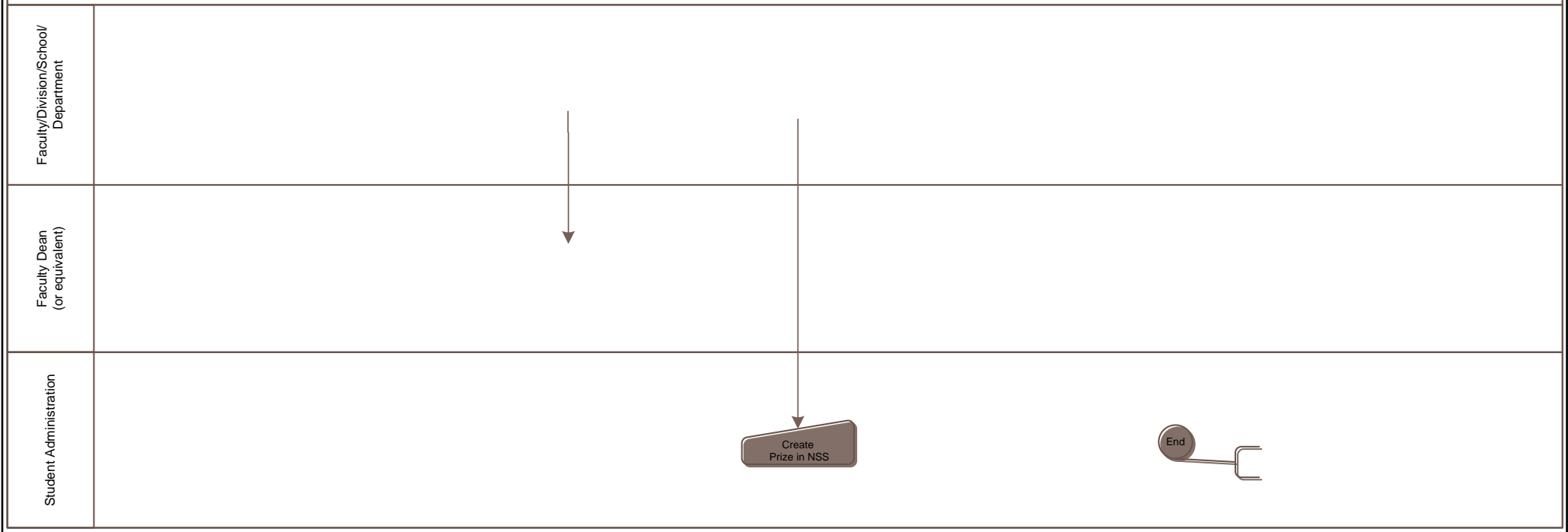
Appendix B: Process Maps

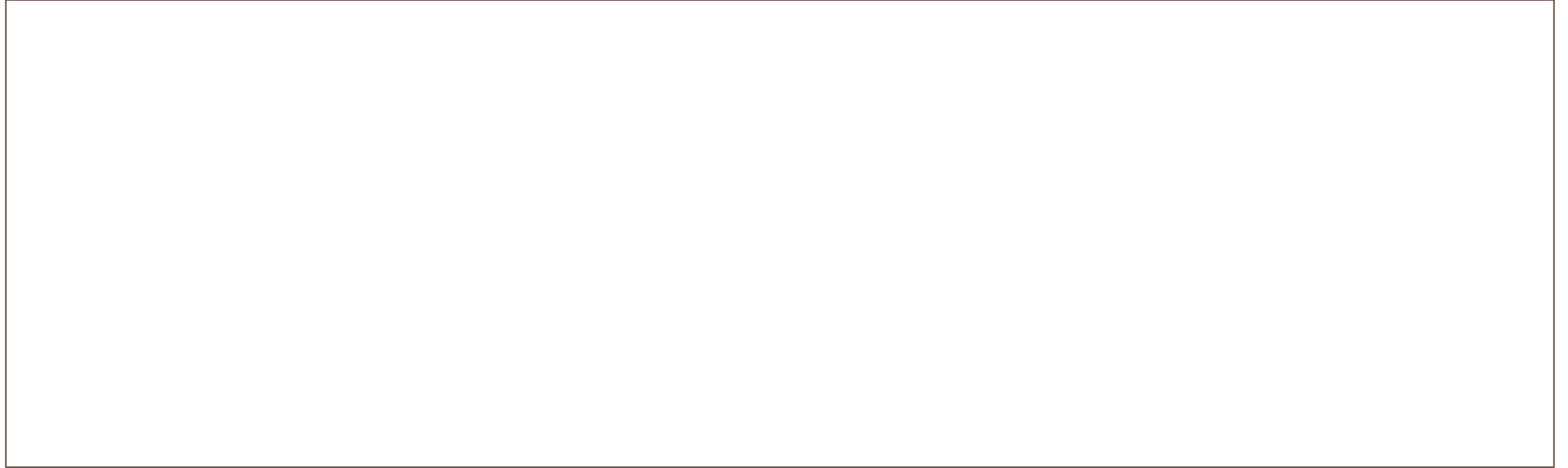
- Initiating a New Externally Funded Prize
- Administration of Externally Funded Prizes
- Initiating a New Internally Funded Prize
- Administration of Internally Funded Prizes
- Awarding Prizes
- Varying a Prize
- Cancelling a Prize

UNSW Prizes Process Map – Administration of Externally Funded Prizes

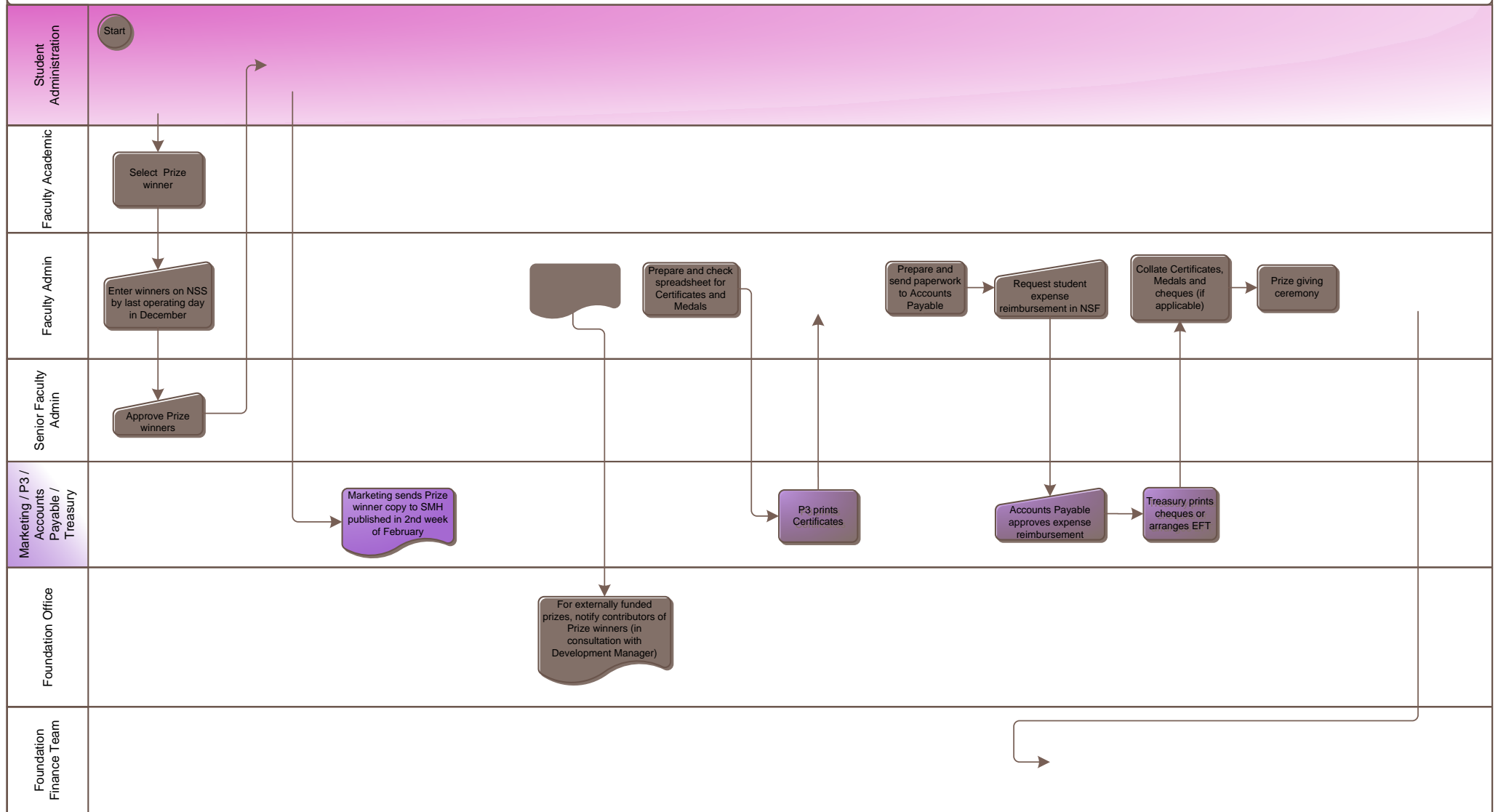


UNSW Prizes Process Map – Initiating a New Internally Funded Prize



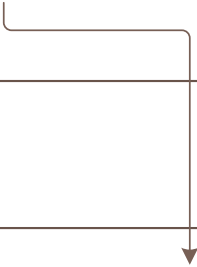


UNSW Prizes Process Map – Awarding Prizes





UNSW Prizes Process Map – Cancelling a Prize

Development Manager	
Faculty/Division/ School/ Department	
Faculty Dean (or equivalent)	
Foundation Office	
Foundation Finance Team	
Student Administration	