

Scholarship Process Checklist

1. Identify a complete list of your scholarship accounts.
2. Identify amounts available for awards from each account.
3. Assemble scholarship committee(s).
4. Identify restrictions for each account not awarded via Academic Works.
5. Identify list of all eligible recipients for each account.
6. Identify the due date to submit scholarship vouchers to the SIU Foundation.
7. Identify award amounts maximizing spending from each account.
8. Offer awards to students.
9. Pass along “thank you” information to student recipients.
10. Gather eligibility verification and selection committee lists for each award.
11. Read current scholarship voucher instructions document.
12. Identify attachment, signature, and routing requirements for voucher pages.
13. Complete, sign, and submit Foundation scholarship vouchers by deadline.
14. Notify SIU Foundation of awarding issues/challenges for any given fund.
15. Re-award if the original recipient is no longer eligible to receive the award.