

[v8 – August 18, 2017 **changes in yellow**]

Indiana University Overseas Study Matching Scholarship GUIDE TO ADMINISTRATION

Indiana University has allocated \$1 million to match the income from endowments established by IU alumni and friends to provide one-time scholarships to IU undergraduates from any campus participating in IU-approved, credit-bearing study-abroad programs. The match will help Indiana University to raise \$20 million in new study-abroad scholarships. The \$1 million in matching funds will be used to double the initial impact of qualifying endowments provided to the International Study-Abroad Scholarship Program by IU's alumni and friends **before December 31, 2017 or** until the matching funds have been allocated.* The minimum endowed gift amount necessary to qualify for the match is **\$50,000**. All requests for matches must be approved by the Office of the Vice President for International Affairs and the CFO.

I. ACCOUNT SETUP PROCEDURE – based on BL-campus Matching the Promise

- a) Upon execution of a new gift agreement, the IU Foundation creates a 037-endowment account and notifies OVPIA and the school/unit housing the account. The endowments reside in the account structure of the Campus/School/Unit managing the scholarship award process.
- b) The IUF generates an automatic e-mail message to the designated fiscal officer of the 037-account requesting that signature authority be established using the "Signer Change-Add New Signer" E-doc in IU Advancement IQ. Standard signature authority setup for these endowments will be:

Primary Manager: Rozzie Gerstman, Budgetary Administration
 Alternate Manager: Denise Gardiner, Office of the Vice President for International Affairs

Primary Supervisor: Chancellor/Dean/Chair/Director of Campus/School/Unit
 Alternate Supervisor: Fiscal Officer of Campus/School/Unit
 Alternate Supervisor: *[optional, as designated by Campus/School/Unit]*

Financial Management: Fiscal Officer of Campus/School/Unit

- c) The IU-side accounts will be housed centrally under UA-VPFF with the numbering sequence 25-114-xx. Upon notification that a new 037-endowment has been created, Denise Gardiner will request that Glenda Maddox of Budgetary Administration and Planning create the IU-side 25-account. The account responsibility setup for these accounts will be:

Fiscal Officer: Rozzie Gerstman
 Supervisor: **John Sejdinaj**
 Manager: Rozzie Gerstman

Denise Gardiner is maintaining a global account designation model for these accounts with the home department fiscal officer as primary delegate and herself as non-primary delegate. The Campus/School/Unit has the option of designating an ERD delegate if desired.

*Please note that President McRobbie removed the end date of the matching campaign last year and simply said it will be available until the match runs out.

- d) After creation of the IU-side 25-account, Glenda Maddox will request that academic year and summer item types be created for each account. The parameters entered on the New Item Type Request document will be:
1. Campus Award will be Awarded: IUBLA (default). *If a scholarship requires item types for enrollment on other campuses, OSFA will help us work with USSS to accomplish this.*
 2. Will Award Disburse? Yes
 3. Award Description for Students: [Glenda will abbreviate]
 4. Award Short Description for IU Staff: [Glenda will abbreviate]
 5. Where Does the Funding Originate? IU Foundation
 6. Who Selects Recipients? Office at IU
 7. Overall Selection Criteria: Merit
 8. Award Type: Undergraduate
 9. Award Restricted to Pay Only Tuition and Fees? No
 10. First Academic Term to be Awarded: [as appropriate]
 11. Academic Career: Undergraduate
 12. Is the Student Required to be Enrolled? Yes
 13. Minimum Per-Term Enrollment Hours Required: 12 (which defaults summer to 6). *After Glenda submits the request, she will need to send a quick email to schauth@indiana.edu and ask Danielle to submit the summer request for 3 hours instead of the standard 6, to accommodate IU summer study abroad programs that carry a minimum of 3 credit hours.*
 14. Please Select Your Department: "International Studies"
 15. IU General Ledger Account: [as indicated]
 16. IU GL Sub-Account: N/A
 17. IUF Account: [as indicated]
 18. IUF Endowment: [as indicated]
 19. Award Period: Academic year and Summer
- e) Denise Gardiner will notify the Campus/School/Unit fiscal officer of the account number. The Campus/School/Unit fiscal officer should look up the corresponding item type numbers through the IUIE report Technical Name: FA_ITM_TYP_GT (Item Types,v12). Search IUIE catalog: FA_ITM_TYP_GT. Use search parameters Aid Year: XXXX Account Number: [exact or 25114*]

II. VERIFICATION AND RECEIPT OF MATCHING FUNDS

Denise Gardiner will submit a list of Overseas Study Match endowments to the designated individual in the IUF each January (Beth O'Neall and Sarah Roberts). IUF will run a report through close of books for the previous calendar year indicating endowment funding received. Vice President Zaret will review that report in February of each year and authorize matching funds for all endowments that meet the minimum threshold as of December 31. The matching funds will be distributed on or soon after the following July 1. Denise Gardiner will notify Campus/School/Unit fiscal officers in February of each year which scholarship accounts should anticipate matching fund receipt in July (either through a training session or by e-mail). Rozzie Gerstman's office will process transfer of funds documents to fund the match after July 1.

*Please note that President McRobbie removed the end date of the matching campaign last year and simply said it will be available until the match runs out.

III. AWARDING SCHOLARSHIPS – reference the “Comprehensive Guide on Payments to Students”
<https://ussu.iu.edu/about/reference.html>

- a) Scholarship award application and review procedures must follow the terms specified in the gift agreement. Awards are made at the Campus/School/Unit level.
- b) Adequate information should be available to all eligible students prior to the application process and recipient selection. ***Each campus/school/unit administering an award should communicate application procedures to the Office of Overseas Study as soon as they are established so that Overseas Study may assist in getting that information out to students. Office of Overseas Study compiles this information and directs students to it here:***
<https://overseas.iu.edu/funding/financial-aid/scholarships/index.html>

- c) **STUDENT NOTIFICATION:** Determination of award eligibility as well as notification of awards should be made as close to the time of student acceptance into the IU-approved, credit-bearing study-abroad program as feasible in order to facilitate the student decision-making process. The campus/school/unit is responsible for notifying student award recipients. The Office of Overseas Study would appreciate receiving a copy of student award notification e-mails, as this will assist in ensuring that students are appropriately advised about enrollment (cc: overseas@iu.edu). For study abroad, the acceptance timeline is as follows:

Summer programs: Students are typically notified of acceptance into summer programs in late January or early February; non-refundable deposits are due two weeks after acceptance into the program. Summer deposits are due between February 25th and March 8th.

Academic year programs: Students are typically notified of acceptance in mid-February; deposits are due March 1st.

Fall only programs: OVST has a few fall semester programs with an early February application deadline, prepayment due March 8th. Most of the semester programs for fall have a February 25th application deadline and April 1st prepayment deadline.

Spring only programs: Students are typically notified of acceptance in late September; deposits are due between mid-October and November 1.

- d) **ENTERING AWARDS:** The campus/school/unit is responsible for entering awards into the system in a timely fashion, with consideration of already-existing IU scholarship commitments to the student. Units should follow the calendar distributed by the Office of Student Financial Assistance to meet deadlines for posting awards to student accounts. The exact deadlines for each term are distributed annually by e-mail, in the “Campus Pulse” newsletter, and on the OSFA Sharepoint site. Approximate dates are as follows:

Summer awards: mid-April

Fall and Academic Year awards: mid-July

Spring awards: mid-November

- e) **RUN THE DEPARTMENTAL SCHOLARSHIP AUTHORIZATION FAILURE REPORT:** The campus/school/unit is responsible to run this financial aid IUIE report at the start of each term in order to identify students whose scholarships may not have disbursed and take appropriate action to resolve the problem (formerly known as the “no pass” report).

*Please note that President McRobbie removed the end date of the matching campaign last year and simply said it will be available until the match runs out.

IV. RECONCILIATION

- a) Three times per year (fall, spring and summer in preparation for closing), Rozzie's office will initiate the "Scholarship and Award Reimbursement" E-doc in IU Advancement IQ for each account.
- b) In July of each year, Denise Gardiner will compile an institutional report for circulation within OVPIA, IUF and VPPF.
- c) For identified instances of accumulated account balances that are not being spent down, Denise Gardiner will notify the campus/school/unit fiscal officer and the Associate Vice President for Overseas Study to seek an explanation and action plan to award available funds in future.
- d) The campus/school/unit should monitor the university-side accounts for this set of scholarships carefully to avoid overdraft situations. Please note that other funds cannot be co-mingled in this set of restricted scholarship accounts. In the case of an overdraft, the unit will need to cover the overdraft by moving expenses off of the university-side account.

*Please note that President McRobbie removed the end date of the matching campaign last year and simply said it will be available until the match runs out.