**Department Funded One-time Awards**

For one-time awards (aka Special University Awards) funded by department, the funding was transferred to the award PG via journal vouchers (JV) in Peoplesoft. With Workday, the process has changed slightly and departments will need to initiate the journal entry as an expense transfer by debit/crediting the ledger account 6700.

Please answer the questions below and send this word document (or copy/paste below into body of email) along with the recommendations to **award.recommend@ubc.ca**. We will reply with the Workday worktag details for funding transfer and award number to use within 3-5 business days.

1. **Is this funding repetitive in nature i.e. is it given out to different students every year with a similar criteria? Please provide further details if the award funding is ongoing or part of an agreement with external agency.**

*Answer:*

1. **How was the student selected for this one-time funding?** 
   1. For participation in a competition related to their coursework? Provide brief summary of the competition.
   2. Judged based on an application submitted to the department for a one-time award? Provide criteria of the one-time award.
   3. For outstanding academic performance in a course or best in the graduating cohort? Provide course or degree name.
   4. Student is assessed to have financial need and department funding is being provided to assist with tuition or fees.
   5. To pay the student for services rendered, such as marking papers or participating in research. Please approach AP team to make this kind of payment.
   6. Others, please specify

*Answer:*

1. **Did the criteria used to adjudicate the one-time prize/bursary/award include any of the following? Choose all that applies.**
   1. Good Academic standing, academic achievement or other achievement such as service, leadership or research
   2. Outstanding academic performance ***(minimum 24 credits in previous and current session, GPA>75% in previous session and no failed or pending grades)***
   3. Financial Need

*Answer:*

1. **Please share the worktag (Gift/Program) from which funds will be transferred.**

*Answer:*