

**COLORADO STATE UNIVERSITY
PROVOST'S OFFICE CHECKLIST FOR DISCRETIONARY SCHOLARSHIPS**

College: _____

Department: _____

_____ Scholarship name: _____

_____ Date of first round of selection process

_____ Description of eligible students

_____ Funding Source

_____ Gift _____ Discretionary Department Funds _____ Other _____

_____ How will a timely and public announcement of the availability of the Discretionary Scholarship be made in such a way as to reach those eligible to apply?

_____ What is the formal application process for eligible students?

Award Procedures

_____ Are selection criteria provided?

_____ Whom will make the scholarship award decision?

_____ How will written records of the decision and decision process be maintained?

_____ Date received in Provost's Office: _____

Scholarship Award Contact Person: _____ Phone: _____

_____ Approved _____ Declined (Please modify the report to include the missing information as indicated by the items without a check mark.)

Provost's Office signature: _____ Date: _____