

## TERMS OF REFERENCE FOR AN ANNUAL FUND

### NAME OF ANNUAL FUND

# PHD THESIS AWARD FOR FEMALE STUDENT AT THE SCHOOL OF REHABILITATION SCIENCES

### INTRODUCTION

This award was generously created by Dr. Lucie Brosseau.

### PURPOSE OF FUND

Award a prize to a female student at the School of Rehabilitation Sciences to recognize an outstanding PhD thesis.

### AWARD DETAILS

#### Eligibility Criteria

The applicant must:

1. be a woman who is a Canadian citizen, a permanent resident, a person with the protected/refugee status or an international student;
2. be registered as a full-time or part-time student in the PhD program at the School of Rehabilitation Sciences of the Faculty of Health Sciences at the University of Ottawa; and
3. have submitted a PhD thesis considered to be outstanding.

**Note:** Priority will be given to international students and students with dependent children.

<b>Value of the award:</b>	\$1,000
<b>Number of awards:</b>	One*
<b>Frequency of the award:</b>	Annual
<b>Level or program of study:</b>	PhD
<b>Application contact:</b>	School of Rehabilitation Sciences
<b>Application deadline:</b>	March 31

### APPLICATION PROCEDURE

Applications must be made through Online Scholarships and Bursaries, which can be accessed through [www.uozone.uOttawa.ca](http://www.uozone.uOttawa.ca), and should include proof of a dependent child (if applicable).

\*In the event that the prize is not awarded during the academic year, the awarding of this prize can be deferred to the following academic year, in addition to the prize to be awarded for that year.

----- **END OF PROMOTIONAL SECTION** -----

### SELECTION COMMITTEE

The selection will be made by the PhD in Rehabilitation Sciences Program Committee.

## **AWARDING PROCEDURE**

The School of Rehabilitation Sciences will:

1. verify that the recipient is in good standing; and
2. confirm the granting of this award in writing to the recipient and to the Office of the Vice-Provost, Graduate and Postdoctoral Studies.

The Office of the Vice-Provost, Graduate and Postdoctoral Studies will:

1. arrange to have the amount credited to the recipient's University account.

## **RECOGNITION**

1. Every year, it will be recommended to each recipient to acknowledge the award in a letter to the donor contact, the delivery of which will be coordinated by the Development Office.
2. The School of Rehabilitation Sciences will recommend to each recipient to acknowledge the prize in all future scientific communications (publications, seminars, etc.) that are related to their thesis.
3. The donor will be invited to participate in the University's Donor Recognition and Stewardship Program.

## **FINANCIAL ARRANGEMENTS**

1. All funds should be sent to the Development Office for credit to the appropriate account. All cheques must be made payable to the University of Ottawa.
2. The financial year of the fund is from May 1 to April 30.

## **GENERAL**

If future circumstances make it impossible or impractical for the University of Ottawa to continue using the fund for the stated purposes, the University will endeavor to contact the donor to explore other purposes for the fund. If the University is unable to locate the donor or if the donor is deceased, the University may use the fund in the way it deems most beneficial for the institution, but must adhere as closely as possible to the spirit of the fund and to the donor's original intent.

## **ADMINISTRATIVE CONTACTS**

**Donor:** Dr. Lucie Brosseau  
File no. RsE 3527

**School of  
Rehabilitation Sciences:** Director  
3071 – 451 Smyth Road  
Tel: 613-562-5800 ext. 5429

**Development Office:** Director, Donor Relations and Stewardship  
190 Laurier Avenue East  
Tel: 613-562-5800 ext. 3877 Fax: 613-562-5127

Stewardship and Agreements Officer  
190 Laurier Avenue East  
Tel: 613-562-5800, ext. 3694 Fax: 613-562-5127

Last update: 09/04/18  
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**APPROVED ON APRIL 10, 2018 BY NOËLLA BEAUSOLEIL, DIRECTOR, ANNUAL  
CAMPAIGN AND PLANNED GIVING**