**THE DENIS AND PAT PROTTI ENDOWMENT FUND
AWARDS COMMITTEE**

TERMS OF REFERENCE

University of Victoria - School of Health Information Science

The Protti Endowment Fund annually dispenses one or more awards, for scholarly achievements in the training for, or promotion of Health Informatics, in two possible ways. The Protti Endowment Fund Awards Committee decides the amount of funding that will go into each component. The general intent is to bestow awards to students based on merit, but financial needs may also be considered.

1. Graduate Student Award

An Award may be presented to a graduate student who has completed a minimum of one term in a Health Informatics Graduate Degree Program either in the on-campus or the distance-based program at the School of Health Information Science.

An Award recipient may re-apply each year. In the event a recipient is forced to temporarily withdraw from the School due to illness or major social change beyond their personal control, the Award may be held in trust until the student returns to the program or for twelve months, whichever is less. The transfer of funds to the student will occur when the Director is notified that the student is enrolled and has paid all applicable fees.

2. Student Academic Travel Award

The general intent of this Award is to support and enrich 3rd and 4th year undergraduate students and graduate students in the School. The funds may be used for travel expenses for either of the following:

(a)   For short-term study and/or research at another organization or institution; not for a paid co-op work term.
(b)   To attend a scientific conference, to present an accepted paper or poster (written confirmation of acceptance is required).

In either case, the student will be expected to submit a written report for the School archives about their experience at the conference and deliver a seminar or webinar in the School within 6 months of returning. The Awards Committee is to be sent a copy of the report and notified in advance of the time and date of the presentation.

Committee Members

The Denis and Pat Protti Endowment Fund Awards Committee shall consist of five members:

➢   Denis and Pat Protti. One of Denis and Pat's children (Christopher Protti, Carmen Wilde and Danielle Epp) have all agreed to serve as the Chair of the Committee once both of their parents are no longer able to do so.

- ➢ The Director of the School or his/her appointee from either the School's faculty or alumni in consultation with Denis and/or Pat Protti.
- ➢ One active or retired faculty member appointed for a renewable three-year term by the Director in consultation with Denis and/or Pat Protti. As of August 2006, Dr. Jochen Moehr, Professor Emeritus, of the School of Health Information Science filled this role.
- ➢ A member of the alumni of the School of Health Information Science as selected by the Awards Committee and appointed for a renewable three-year term. As of March 2008, this role was filled by Joanne Walker, a 1990 graduate and a Managing Principal with TELUS Health.

As of August, 2006, Denis Protti was chair of the Awards Committee.

Terms of Reference

The Director of the School, in consultation with the Chair, is responsible to call the Awards Committee together at least once per year and advise as the amount of the funds available that year.

The Committee will normally meet in July to assess the merit of the applications by:

1. Reviewing applicants' academic records and extracurricular scholarly accomplishments (such as papers/posters accepted for publication or presented at conferences).

2. Determining which candidate(s) are most likely to succeed in advancing the health informatics agenda in Canada.

3. Taking into account the Director's report of what grants and aid the applicant may have already received (including previous Protti Endowment Awards) and any particular financial needs.

4. The Committee may choose not to grant any Awards in a given year.

Preference will be given to students who have a concrete proposal as to how they will use the funds to advance their personal development and/or contribution to health care through health informatics.

The Graduate Student Award funds will normally be distributed in November of each year. The Travel Award funds are processed when the official confirmation of acceptance for a paper or poster has been received by the Director. The Director of the School is responsible for keeping an accurate record of the amounts distributed each year.

These Committee's terms of reference are to be reviewed and re-affirmed as needed.

Application for Awards

1. Applications for an Award are to be received in writing to the Director of the School of Health Information Science by June 15 and should include:

   a. Evidence of admission to the School of Health Information Science
   b. A copy of the student's complete academic record (unofficial transcripts are accepted)

      c.   A statement of how the student intends to use the knowledge gained from their studies in their future career.

      d.   A budget indicating how funds will be used is required for the Travel Award only.

2. The Director shall inform the University Awards Office of the Awards to be granted.

3. The Director shall inform the recipient (s) in writing or by e-mail of the amount and conditions of the Award (s), the date of commencement and the uses to which it may be put. Award recipients will be encouraged to write a letter of thanks to the Committee upon receipt of an Award.

4. Students may reapply each year.

Approved by the Protti Endowment Fund Awards Committee on April 25, 2007.
Approved by the University of Victoria Senate on November 12, 2007.
Revised by the Protti Endowment Fund Awards Committee on December 19, 2007.
Revised by the Protti Endowment Fund Awards Committee on August 14, 2011.
Revised by the Protti Endowment Fund Awards Committee on December 22, 2014.
Revised by the Protti Endowment Fund Awards Committee on July 11, 2017.
Revised by the Protti Endowment Fund Awards Committee on July 16, 2018.