

## Funding Checklist: Grant vs. Gift

PI/Recipient: \_\_\_\_\_ Dept. \_\_\_\_\_ Date: \_\_\_\_\_

Sponsor/Donor: \_\_\_\_\_ Project Title: \_\_\_\_\_ Amount: \_\_\_\_\_

This checklist is meant to provide guidance to determine if a transaction is:

- ✓ Support for a sponsored program or research grant through the Office of Research and Sponsored Programs Administration (ORSPA)
- ✓ A gift to be processed and administered by University Advancement

### Instructions:

Answer all nine questions below, and include comments whenever necessary. To use this form, review **all** documentation associated with the funding for indications that will help you to determine whether the funding should be considered support for a **GRANT** (sponsored program) or a **GIFT**.

Documentation may include some or all of the items listed below.

1. Sponsor's guidelines/solicitation/call for proposals
2. Statement of Work or Project Description
3. Proposal or Letter of Intent
4. Award letter
5. Correspondence (including paper and email correspondence)

### Checklist:

		YES	NO	UNCERTAIN
1	Is the funding provided by the U.S. government, at the federal, state or local level? <b>If "YES" then stop here, this is a GRANT/SPONSORED PROGRAM.</b> <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Does the proposed funding include Personnel (faculty/staff/student) costs? <b>If "YES" then stop here, this is a GRANT/SPONSORED PROGRAM.</b> <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Is the funding provided by an individual or a non U.S. government entity? <b>If "YES" this MAY be a GIFT. Answer Questions 4-9.</b> <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Does the funding agreement require detailed financial reporting, discussion of intellectual property, tech transfer, proprietary information or the return of any unexpended funds at the end of a designated period (i.e., "start" and "stop" dates)? <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Does the funding agreement allow the University to be penalized for non-performance? <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Does the project commit the University to a specific line of scholarly or scientific inquiry, typically documented by a research plan or statement of work? <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Is a specific commitment made regarding the level of personnel effort, deliverables, milestones, restrictions or monitoring publications or use of results? <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Does the funding agreement include terms and conditions for the disposition of tangible property (i.e., equipment, records, technical reports, theses, dissertations or other deliverables)? Is there language requiring the funding to be used to provide match (cost share) on another sponsored project or require cost share from the University for the project? <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Does the funding agreement include terms and conditions for the disposition of intangible property (i.e., intellectual property, rights in data, copyrights)? <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Check one box below, and process accordingly.**

☐ **Sponsored Program:** If you answer "YES" to either 1, 2, and/or 4-9 above, this indicates that the funding is for a sponsored program. Contact the Office of Research and Sponsored Programs for assistance.

☐ **Gift:** If you answer "YES" to Question 3 and if all of the responses for questions 4-9 are "NO," this indicates that the funding is a gift. Contact University Advancement for assistance.

☐ **Uncertain:** If you cannot determine with certainty, please review with the Office of Research and Sponsored Programs Administration.