

Checklist for Determining Whether Funding is a Gift or Support for a Sponsored Project

PI/Faculty: _____ Dept: _____ Date: _____

Sponsor/Donor: _____ Project Title: _____ Amount: _____

Instructions for Completing the Checklist:

This document is meant to provide guidance to determine if a transaction is a gift to be processed and administered by University Advancement (UA) or the Office of Research and Sponsored Programs (ORSP). Answer all seven questions in the checklist below, and include comments whenever necessary. To use this form, review the documentation associated with the proposal requirements. Documentation may include the items listed below.

1. Project Description
2. Funder requirements and guidelines
3. Correspondence (including paper and email correspondence)

Checklist:

FUNDING SOURCE:

- | | | |
|---|--|-------------------------------------|
| 1 | Is the funding provided by the U.S. government, at the federal, state, or local level? | If YES, this is a SPONSORED PROJECT |
| 2 | Is the funding provided by an individual (not an organization)? | If YES, this is a GIFT |

IF NEITHER OF THE ABOVE ARE TRUE, CONSIDER THE QUESTIONS BELOW:

YES NO UNCERTAIN

- | | | | | |
|---|---|--------------------------|--------------------------|--------------------------|
| 3 | Is this a contract, for specific work or deliverables? Is there an exchange of reciprocal value between the University and Sponsor? Comments: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Is there an audit required by the sponsor or government regulation, e.g., A133 audits? Comments: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Does the proposal include assurances of compliance regarding use of human subjects, animals, biohazards, and other laws and regulations? Comments: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Are there proprietary results that will belong to the sponsor after the work is completed? Comments: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Do the results of the work have a specific commercial value for the sponsor? Comments: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Check one bullet below, and process accordingly.

- **Sponsored Project:** If you answer “Yes” to Question 1, or if any of the responses from questions 3 – 7 are “Yes”, this indicates that the funding is for a sponsored project. Send a copy of the checklist to Julie Cunningham at ORSP with any other relevant documents.
- **Gift:** If you answer “Yes” to Question 2, or if all of the responses from questions 3 - 7 are “No”, the funding is a gift. Send a copy of the checklist to Leigh Elliott at UA with any other relevant documents.
- **Uncertain:** If you cannot determine with certainty, review with Saskia Sawyer, the Director of Gifts and Records at UA (303-871-2702) and Julie Cunningham, Manager of Sponsored Programs at ORSP (303-871-4039).