**Internal Checklist for Determining Whether Funding is a Gift or a Sponsored Project**

PI/Recipient: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 SPONSOREDPROJECT |
| 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 an agreement for specific line of work or deliverables? Is there an exchange of reciprocal value between the University and Sponsor?Comments: |  |  |  |
| 4 | Is there formal fiscal reporting required by the sponsor or e.g., audit or invoicing, or is there a cost sharing requirement?Comments: |  |  |  |
| 5 | Does the proposal include assurances of compliance regarding use of human subjects, animals, biohazards, and other laws regulations?Comments |  |  |  |
| 6 | Are there proprietary results that will belong to the sponsor after the work is completed? Comments: |  |  |  |
| 7 | Do the results of the work have a specific commercial value for the sponsor?Comments: |  |  |  |

**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 - 7are “Yes”, this indicates that the funding is for a sponsored project. Send a copy of the checklist and documents to appropriate ORSP Project Administrator (see <http://www.du.edu/orsp/about.html> )
* **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 Dir. Foundation Relations with any other relevant documents.
* **Uncertain**: If you cannot determine with certainty forward to Ext. Funding committee for determination.