

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

Sponsored Project: a grant, cooperative agreement, or contract in support of a specific project with expected deliverables.

Checklist:

FUNDING SOURCE:				
1	Is the funding provided by the U.S. Government, at the federal, state or local level? Comments:	If YES, this is a SPONSORED PROJECT.		
2	Is the funding provided by an individual person (not an organization)? Comments:	If YES, this is a GIFT.		
IF NEITHER OF THE ABOVE ARE TRUE, CONSIDER THE QUESTIONS BELOW		YES	NO	UNCERTAIN
3	Is this funding to accomplish a specific Statement of Work (a commitment to a specific project plan, as opposed to a general field of study or research area; a project narrative, statement of work, or contract specifying an approach, process, or objective[s].) Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Is there a detailed budget for the work showing expenditures by category and/or percentage of effort committed by personnel? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Does the funding agreement include designation of a project period (defined start and stop date)? Does the funding agreement require that unexpended funds be returned to the funder at the end of the period? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Does the funding agreement require detailed project and/or financial reporting beyond a summary report (i.e. line item detail, detailed outcomes and deliverables)? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Does the funding agreement include terms and conditions for the disposition of tangible property (i.e. equipment, materials, records)? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Does the funding agreement include conditions regarding materials developed during the project (e.g. data, publications, intellectual property)? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check one box below, and process accordingly.

Sponsored Project: If you answer “Yes” to Question 1, or if most of the responses from questions 3 – 8 are “Yes”, this indicates that the funding is for a sponsored project and should be administered through ORSP.

Gift: If you answer “Yes” to Question 2, or if most of the responses from questions 3 – 8 are “No”, this indicates that the funding is a gift and should be administered through Advancement,

Uncertain: If you cannot determine with certainty, review with ORSP and Advancement for final determination.