

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

PI/Recipient: \_\_\_\_\_ College/School/Dept: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Instructions for Completing the Checklist:**

Answer all seven questions in the checklist below, and include comments whenever necessary. To use this form, review all the documentation associated with the funding for indications that will help you to determine whether the funding should be considered support for a **sponsored project** or a **gift**. Documentation may include some or all the items listed below.

1. Statement of Work or Project Description
2. Proposal or Letter of Intent, or request for funding including budget
3. Award Letter
4. All correspondence

**Checklist:**

FUNDING SOURCE:				
1	Is the funding provided by the U.S. Government, at the federal, state or local level? Comments:	If YES, STOP, this is a SPONSORED PROJECT.		
IF THE ANSWER TO THE QUESTION ABOVE WAS NO, RESPOND TO THE QUESTIONS BELOW		YES	NO	UNCERTAIN
2	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; the commitment describes a specific line of scholarly inquiry such as testing of a hypothesis, experiments, a model project or a defined set of deliverables)? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Is there a detailed line item budget for work (e.g., commitment of percentage of effort)? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Does the funding agreement require return of any unexpended funds at the end of a designated period (i.e., "Start" and "Stop" dates)? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Does the funding agreement require detailed financial reporting beyond a summary report of expenditures (i.e. line item detail, percentages of effort)? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	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)? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Does the funding agreement include terms and conditions for the disposition of intangible property (i.e. intellectual property, rights in data, copyrights)? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

☐ **Gift:** If answers to questions 2-7 are "No", this indicates that the funding is a gift. Keep the completed checklist in your departmental project file, and complete a Gift Transmittal Form.

☐ **Sponsored Project:** If most of the responses to questions 2 – 7 are "Yes", this indicates that the funding is for a sponsored project. Keep the completed checklist in your departmental project file.

☐ **Uncertain:** If you answered "Yes" to one or more of questions 2 – 7 and thus you cannot determine with certainty whether the funding is a gift or a sponsored project, review with your Dean's Office and with the Office of Research Administration (ORA). These offices may also confer with the Senior Vice Provost for Research for final resolution. If the funding is determined to be a gift, attach a signed copy of this checklist indicating the final determination to the Gift Transmittal Form, along with a Conditions of Gift letter.

Determination made by: \_\_\_\_\_ Date: \_\_\_\_\_

If consultation is needed,

Dean's Office \_\_\_\_\_ Date: \_\_\_\_\_

VP, Research Administration: \_\_\_\_\_ Date: \_\_\_\_\_

Final Determination:

Gift \_\_\_\_

Sponsored Project \_\_\_\_