# Attachment A - Checklist for Determining Whether Funding is a Gift or Support for 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 the UI Foundation or a sponsored project to be administered by the Office of Sponsored Programs (OSP). Preferably, this review and determination will take place BEFORE submitting any proposal documents to the prospective sponsor/donor.

Answer all seven questions in the checklist below, and include comments whenever necessary. Email the completed checklist to Corporate and Foundation Relations CFR). 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***. Please attach copies of relevant documentation.

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. 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 | Does the funding agreement require detailed financial reporting beyond a summary report of expenditures (i.e. line item detail, percentages of effort) and the return of any unexpended funds at the end of a designated period (i.e. “Start” and “Stop” dates)?Comments: |  |  |  |
| 4 | Does the funding agreement allow the university to be penalized for non-performance? Comments: |  |  |  |
| 5 | 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?Comments |  |  |  |
| 6 | Is a specific commitment made regarding the level of personnel effort, deliverables, or milestones? Comments |  |  |  |
| 7 | 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: |  |  |  |
| 8 | Does the funding agreement include terms and conditions for the disposition of intangible property (i.e. intellectual property, rights in data, copyrights)?Comments: |  |  |  |
| 9 | Does the work to be performed involve any of the following: human subjects, vertebrate animals, radioactive materials, recombinant DNA, human body substances, infectious agents, or third party proprietary materials?Comments: |  |  |  |

* **Sponsored Project:** If you answer “Yes” to Question 1, or if any of the responses from questions 3 – 8 are “Yes”, this indicates that the funding is for a sponsored project. Complete a proposal in EIPRS if you haven't already and upload this checklist as part of your internal documents.
* **Gift:** If you answer “Yes” to Question 2, or if all of the responses from questions 3 - 7 are “No”, this indicates that the funding is a gift. Work with Corporate and Foundation Relations or the UI Foundation to process the gift.
* **Uncertain:** Any uncertainty will be resolved between representatives from CFR and OSP.