

CHECKLIST FOR DIRECTORS FOR DETERMINING WHETHER FUNDING IS A GIFT OR SPONSORED PROJECT

SEATTLE UNIVERSITY

Based on best practices from Emory University, Stanford University, and an article by Morgan and Ventimiglia (2013), this checklist is meant to provide quick guidance to how a possible transaction is to be processed internally. In general, a gift is any item given by a donor who expects nothing significant of value in return, other than recognition and disposition of the gift in accordance with donor intent. A gift is a philanthropic, or a “non-exchange” transaction with reporting focused at the level of good stewardship. Sponsored projects are “exchange” transactions with clear deliverables and detailed, specified outcomes. Sponsored projects are typically recognized by contractual obligations that invoke audit compliance, may specify indirect rates, and detail university commitments in order to receive the funding. Answers to the checklist questions below may be based on the project description, a proposal or letter of intent, an award letter, or documented conversation with the funder. Copies of each of two reviews (CFR and OSP) are retained with the summary determination marked at the bottom.

Project Title: _____ PI/Lead: _____
 Funder: _____ Amount: _____
 Reviewer (OSP/CFR): _____ Date: _____

Item	Funding Source	Category
1	Is the funding provided by a government agency, either directly or indirectly as a pass-through?	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 the funding source is not described above, consider the questions below:

Item	Question	YES	NO	?
3	Does the 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)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Does the agreement allow the University to be penalized for non-performance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Does the project commit the University to a specific line of inquiry, research plan, or statement of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Is a specific commitment to be made by the University regarding the level of personnel effort, deliverables, or milestones?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Does the agreement include terms and conditions for the disposition of tangible property (i.e., equipment, records, technical reports, theses, or other deliverables)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Does the agreement include terms and conditions for the disposition of intangible property (i.e., intellectual property, rights in data, copyrights)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Is the agreement speaking to a “quid pro quo” or an “exchange” transaction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- SPONSORED PROJECT: If the answer is YES to Item 1 or if any of the responses to Items 3-9 are YES.
- GIFT: If the answer is YES to Item 2 or if all of the responses to Items 3-9 are NO.
- UNCERTAIN: Directors contact Controller for input. If still uncertain, determination is made by Provost’s Office and VPUA.

Notes / Justification of Decision: