

DAR POLICIES – SECTION 8 – GIFT VS. SPONSORED PROJECT

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 Office of Development & Alumni Relations (DAR) or the Research Office (RO). See UD Gift Policy Section 8 (Gift vs. Sponsored Project) for complete details about how to make this determination.

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. Award Letter
- 3. Proposal or Letter of Intent, or request for funding including budget
- 4. Correspondence (including paper and email correspondence)

Checklist:

FUNDING SOURCE

1 Is the funding originating from the US government, at the federal, state, or local level? **If YES, this is a SPONSORED PROJECT**
This includes funds that 'flow' through a corporation and/or industry.

Comments:

2 Is the funding provided by an individual (not an organization)? **If YES, this is a GIFT**

Comments:

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)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

4	Does the funding agreement allow the University to be penalized for non-performance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

6	Is a specific commitment made regarding the level of personnel effort, deliverables, or milestones?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

7	Does the funding agreement include terms and conditions for the disposition of <i>tangible</i> property (i.e., equipment, records, technical reports, theses, dissertations or other deliverables)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

8	Does the funding agreement include terms and conditions for the disposition of <i>intangible</i> property (i.e., intellectual property, rights in data, copyrights)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

Check one box below, and processing accordingly.

- Sponsored Project:** If you answer 'Yes' to Question 1 or any of the responses from 3-8 are 'Yes', this indicates the funding is for a sponsored project. Keep the completed checklist on file, and **FILL OUT A SPONSORED RESEARCH TRANSMITTAL FORM?**
- 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. Keep the completed checklist on file, and complete a Gift Transmittal Form and send it the office of Gift and Records Management with any other relevant documents.
- Uncertain:** If you cannot determine with certainty, review with DAR and Research. 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 Gift Commitment document (Gift Agreement/Letter of Intent) and send to the Office of Gift and Record Management, DAR.

Final Determination: Gift Sponsored Project Determined by: _____