

# Funding Determination Worksheet

## Gift or Sponsored Project

Principal Investigator: \_\_\_\_\_

Department: \_\_\_\_\_

Donor/Sponsor: \_\_\_\_\_

Project Title: \_\_\_\_\_

Obtain all the documentation associated with the funding. Documentation should include all of the items listed below:

- ✓ Copy of proposal or request that includes the statement of work or project description shared with the donor/sponsor
- ✓ Copy of any and all budget information shared with the donor/sponsor
- ✓ Award letter or draft agreement that defines donor/sponsor expectations

### Section 1 – Donor/Sponsor Type

1. Donor/sponsor is a branch of a federal, state, or local government? Y/N
2. Donor/sponsor is a foreign government or organization primarily funded by a foreign government? Y/N

*If Yes to either of these questions, the funding is a sponsored project. Contact your Sponsored Projects Officer in OSP.*

*If No to both questions, move on to Section 2.*

### Section 2 – Award Terms

3. Donor/Sponsor requires deliverables (e.g. equipment, material, detailed data records)? Y/N
4. Donor/Sponsor requests rights in intellectual property (e.g. licenses, copyrights, ownership, patent rights, royalty or revenue sharing)? Y/N
5. Donor/Sponsor requests control of communications, including publications or confidentiality/non-disclosure terms? Y/N

*If Yes to any of these questions, the funding is a sponsored project. Contact your Sponsored Projects Officer in OSP.*

6. Donor/Sponsor requests terms that pose a legal responsibility on the University for project management (e.g. indemnification, conflict of interest management, audit rights, arbitration, termination rights)? Y/N
7. Does the project require University regulatory oversight (e.g. IRB, IACUC, export control, privacy matters, comparative medicine)? Y/N

*If Yes to either of these questions consult with the Executive Director, Office of Corporate and Foundation Relations.*

*If No to all questions, move on to Section 3*

### Section 3 – Award Scope and Reporting Requirements

General Requirements		← Neutral →	Detailed Requirements	
		PROJECT FOCUS		
a.	Broad research/scholarship focus			a. Detailed scope of work or line of inquiry
		FINANCIAL REPORTING		
b.	General expenditure report on disposition of funds, e.g., total spent in consolidated categories ( <i>salaries, equipment, materials</i> )			b. Detailed line-item budget report, e.g., correspondence with proposal budget, percentage of effort committed for faculty or personnel, encumbrances, burn rates projections
c.	No prior approval required for variance with proposal budget			c. Requires funds to be spent in accordance only with proposed budget
d.	Future payments not contingent on reporting			d. Future payments contingent on agreed upon milestones and progress reporting.
		NARRATIVE REPORTING		
e.	General description of progress, no specific requirements/guidelines			e. Technical report requiring details on scientific results and/or accomplishments

A preponderance of “General Requirements” checks above indicates that the funding may be administered as a *gift*. A preponderance of “Detailed Requirements” checks above likely indicates that the funding should be administered as a *sponsored project*. If you have questions about the analysis, are unable, or prefer not to make a determination of *gift* or *sponsored project*, contact the Executive Director, Office of Corporate and Foundation Relations.