

## 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:

Answer all eight 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                              | 3. Award Letter       |
| 2. Proposal or Letter of Intent, or request for funding including budget | 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, this is a SPONSORED PROJECT.		
2	Is the funding provided by an individual (not an organization)? Comments:	If YES, this is a GIFT.		
IF NEITHER OF THE ABOVE ARE TRUE, CONSIDER THE QUESTIONS BELOW		YES	NO	UNCERTAIN
3	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 Or funds the work of a specific PI/Professor? ) Comment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	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"/>
5	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"/>
6	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"/>
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:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	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.

- Sponsored Project:** If you answer "Yes" to Question 1, or if most of the responses from questions 3 – 8 are "Yes", this indicates that the funding is for a sponsored project. Keep the completed checklist in your departmental project file and include a copy with the proposal record created in PennERA
- Gift:** If you answer "Yes" to Question 2, or if most of the responses from questions 3 – 8 are "No", this indicates that the funding is a gift. Keep the completed checklist in your departmental project file and include a copy with their fund request and forward forward to Gifts and investments.
- Uncertain:** If you cannot determine with certainty, please contact Elizabeth Peloso in the Office of Research Services (ORS) to review.

ORS may also confer with the office of Gift & Investment Services for final solution (Margaret Heer). If the funding is determined to be a gift please contact the Gift and Investments Office. If the Funding is determined to be a Sponsored Project please contact ORS and establish a record for the project in PennERA

Initial Department Determination Made by: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Member In ORS (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

Staff Member in Gift & Invest Serv (in applicable): \_\_\_\_\_

Date: \_\_\_\_\_

Final Determination: Gift  Sponsored Project