 Gift or Sponsored Project Checklist

PI/Recipient: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Instructions: Answer the questions below and include comments when necessary. To use this form, review all the documentation associated with the funding for indications that will help determine whether the funding should be considered a gift or support for a sponsored project. Documentation may include (but is not limited to): Statement of Work, Project Description, Request for Proposals (RFP), Letter of Intent, Budget, Award Letter, correspondence with funder.**

**CHECKLIST:**

|  |  |  |  |
| --- | --- | --- | --- |
| **IF YES TO ANY OF QUESTIONS 1-7 BELOW, THIS IS A SPONSORED PROJECT** | **YES** | **NO** | **UNCERTAIN** |
| **1** | Is the funding provided by the US Federal, State or Local Government? |  |  |  |
| **2** | Does the project commit the University to a specific plan of research or scholarly inquiry? |  |  |  |
| **3** | Is there a specific commitment regarding the level of personnel effort, items of output, or achievement of specific performance targets?  |  |  |  |
| **4** | Is there a requirement to adhere to a line item budget and either a detailed fiscal report or an external audit of the project? |  |  |  |
| **5** | Does the funding agreement require a return of any unexpended funds at the end of a designated period (such as a defined project period with start and end dates)? |  |  |  |
| **6** | Does the funding agreement provide for the disposition of tangible property (i.e., equipment, records, technical reports, or other deliverables)? |  |  |  |
| **7** | Does the funding agreement provide for the disposition of intangible property (i.e., intellectual property, patents, rights in data, copyrights, etc.) that may result from the activity? |  |  |  |
| **IF YES TO QUESTION 8 BELOW, THIS IS A GIFT** |  |  |  |
| **8** | Is the funding provided by an individual (not an organization)? |  |  |  |

**Check one category below and process accordingly.**

**\_\_\_\_\_ Sponsored Project:** If you answered “Yes” to any of the questions 1-7 this indicates that the funding is for a sponsored project.

**\_\_\_\_\_ Gift**:If you answered “yes” to Question 8 this indicates that the funding is a gift.

**\_\_\_\_\_ Uncertain:** If a determination cannot be made with certainty, review with Sponsored Projects Office.

**Determination Made By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Final Determination**

 **\_\_\_\_\_ Sponsored Project \_\_\_\_\_ Gift**

**NEXT STEPS:**

**If determined to be a Sponsored Project, contact Mary-Ellen Fortini, Sponsored Projects Office, 408-554-4806, mfortini@scu.edu**

**If determined to be a Gift, contact Lorraine McGriff, Development Office, 408-554-5425,** **lmcgriff@scu.edu**