Drake University Funding Checklist: Grant vs. Gift

PI/Recipient: _____ Dept: _____ Date: _____
Sponsor/Donor: _____ Project Title: _____ Amount: _____

This checklist is meant to provide guidance to determine if a transaction is:

- ✓ Support for a ***sponsored program (grant)*** through Sponsored Programs Administration & Research Compliance
- ✓ A ***gift*** to be processed and administered by University Development

Instructions:
Answer all nine questions 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 **GRANT** (sponsored program) or a **GIFT**.

Documentation may include some or all of the items listed below:
1. Sponsor's Guidelines/Solicitation/Call for Proposals
2. Statement of Work or Project Description
3. Proposal or Letter of Intent
4. Award Letter
5. Correspondence (including paper and email correspondence)

Checklist:	YES	NO	UNCERTAIN
1 Is the funding provided by the U.S. government, at the federal, state, or local level? **If "YES" then stop here, this is a GRANT/SPONSORED PROGRAM.** *Comments:*	☐	☐	☐
2 Does the proposed funding include Personnel costs? **If "YES" then stop here, this is a GRANT/SPONOSRED PROGRAM.** *Comments:*	☐	☐	☐
3 Is the funding provided by an individual or a non-U.S. government entity? **If "YES" this MAY be a GIFT. Answer questions 4-9.** *Comments:*	☐	☐	☐
4 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)? *Comments:*	☐	☐	☐
5 Does the funding agreement allow the University to be penalized for non-performance? *Comments:*	☐	☐	☐
6 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? *Comments:*	☐	☐	☐
7 Is a specific commitment made regarding the level of personnel effort, deliverables, or milestones? *Comments:*	☐	☐	☐
8 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:*	☐	☐	☐
9 Does the funding agreement include terms and conditions for the disposition of intangible property (i.e., intellectual property, rights in data, copyrights)? *Comments:*	☐	☐	☐
10 Does Drake have a pre-exiting relationship with the granting organization? *Comments:*	☐	☐	☐

Check one box below, and process accordingly.

☐ **Sponsored Program:** If you answer "YES" to either 1, 2, and/or 4-9 above, this indicates that the funding is for a sponsored program. Keep the completed checklist in your departmental project file, and contact Sponsored Programs Administration & Research Compliance.

☐ **Gift:** If you answer "YES" to question 3 and if all of the responses for questions 4-9 are "NO," this indicates that the funding is a gift. Keep the completed checklist in your departmental project file, and complete a Proposal Checklist Form and send to University Advancement Services.

☐ **Uncertain:** If you cannot determine with certainty, review with University Advancement Services and Sponsored Programs Administration & Research Compliance.