

Attachment A - Checklist for Determining Whether Funding is a Gift or Sponsored Program/Award

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 Children's Foundation or the Office of Sponsored Programs (OSP)

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 program/award or a gift.

Documentation may include some or all the items listed below.

1. Statement of Work or Project Description
2. Proposal, or request for funding including budget
3. Relevant Correspondence with sponsor/donor (including paper and email correspondence)

Checklist:

Funding Source:

1. Is the funding provided by the U.S. government, at the federal, state, or local level? Comments:
2. Will a portion of scope of work be performed by another entity?
3. Is the funding provided by an individual (not an organization)? Comments:

If Yes, this a Sponsored Project

If Yes, this is a Sponsored Project

If Yes, this is a Gift

IF NEITHER OF THE ABOVE ARE, CONSIDER THE QUESTIONS BELOW

	YES	NO	UNCERTAIN
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:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the project commit the Children's to a specific line of scholarly or scientific inquiry, typically documented by a research plan, statement of work, documented by a proposal or project plan, timeline or deliverable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is a specific commitment made regarding the level of personnel effort, deliverables, or milestones? 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)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are funds awarded following a competitive bid process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Federal, state or other governmental fiscal compliance policy governs that project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Does project include funds for facilities and administration cost (also called indirect cost or overhead)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check one box below, and process accordingly.

- ☐ **Sponsored Project Award:** If you answer "Yes" to Question 1, or if any of the responses from questions 3 – 8 are "Yes", this indicates that the funding is for a sponsored project. Send completed proposal, award documents with budget/award letter to osp@choa.org for award processing and issuance of activity number and notice of award.
- ☐ **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 in your departmental project file, and complete.
- ☐ **Uncertain:** If you cannot determine with certainty, the determination Committee including Research Administration, Foundation and Finance will review and make determination.