

# Funding Determination Worksheet

## Gift or Sponsored Programs

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

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

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

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

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

- ✓ Guidelines, application form, Cayuse record/and a short project description
- ✓ Copy of proposal or request that includes the statement of work/scope and/or project description to be shared or submitted to donor/sponsor
- ✓ Copy of any and all budget information shared or to be shared with donor/sponsor
- ✓ Proposal 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?   | Yes | No |
| 2. Donor/sponsor is a foreign government or organization primarily funded by a foreign government?   | Yes | No |
| 3. Donor/sponsor requires rights in intellectual property (e.g. licenses, copyrights, ownership, patent rights, royalty or revenue sharing, rights in data)? | Yes | No |
| 4. Donor/sponsor requires minimal deliverables (e.g. press releases, interim reports, final reports)?  | Yes | No |

### Section 2 – Award Scope and Reporting Requirements

<i>General Requirements</i>		<i>Detailed Requirements</i>
	<b>Legal / Regulatory</b>	
a. General description of legal responsibility.		a. Detailed legal responsibility on University (indemnification, conflict of interest, audit/termination rights, arbitration, hold harmless).
b. General description of regulatory oversight.		b. Detailed regulatory oversight (e.g. IRB, IACUC, export control, privacy matters, comparative medicine).
	<b>Project Focus</b>	
c. Broad research/scholarship focus.		c. Detailed scope of work or line of inquiry.
	<b>Financial Reporting</b>	
d. General expenditures report on disposition of funds, e.g., total spent in consolidated categories or no financial report required.		d. Detailed line-item budget report, e.g., correspondence with proposal budget, percentage of effort committed for faculty or personnel, encumbrances, burn rates projections.
e. Minimal approval required for variance with Proposal budget.		e. Required funds to be spent in accordance only with proposed budget.
f. Future payments not contingent on reporting.		f. Future payments contingent on agreed upon milestones and progress reporting.
	<b>Narrative Reporting</b>	
g. General description of progress, no specific requirements/guidelines.		g. Technical report requiring details on scientific results and/or accomplishments.

A majority of “General Requirements” checks above indicate that the funding should be administered as a *gift*. A majority of “Detailed Requirements” checks above indicate that the funding should be administered as a *sponsored programs*. If you have questions about the analysis, are unable, or prefer not to make a determination of *gift* or *sponsored programs*, contact the *Vice President of Research*.

Comments: \_\_\_\_\_

Final determination:

Sponsored Programs (SP)

Gift

Prepare's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Prepare's Signature: \_\_\_\_\_