

Attachment A – 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:

Individuals involved in administering gifts of cash in the form of checks and wire transfers as well as property must receive appropriate training.
 → See <http://ora.stanford.edu/gifts/>

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, DOES THE DONOR/SPONSOR REQUIRE:		YES	NO	UNCERTAIN
3	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)? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Detailed line item budget for work (i.e., commitment of percentage of effort)? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	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	Detailed financial reporting beyond a summary report of expenditures (e.g., line item detail, percentages of effort)? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Terms and conditions for the disposition of tangible property (e.g., equipment, records, technical reports, theses, dissertations or other deliverables)? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Terms and conditions for the disposition of intangible property (e.g., 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 to any of questions 3 – 8, the funding should be considered support for a **sponsored project**. Keep the completed checklist in your departmental project file, and process the funding as a sponsored project (complete an SU-42 Proposal Routing Form).
- Gift:** If you answer "Yes" to Question 2, or "No" to all questions 3 – 8, the funding should be considered a **gift**. Keep the completed checklist in your departmental project file, and process the funding as a gift (complete a Gift Transmittal Form).
- Uncertain:** If you cannot answer any one question with certainty, review with your school dean's office and then with: Research Management Group (RMG) if you are in the School of Medicine; Engineering Research Administration (ERA) if you are in the School of Engineering; or the Office of Sponsored Research (OSR) if you are in any other unit. If the funding is determined to be a gift, attach a signed copy of this checklist indicating the final determination to the Gift Transmittal form, along with a Conditions of Gift letter (template is available at <http://rph.stanford.edu/docs/gift.doc>).

Initial Department Determination Made by: _____ **Date:** _____

If consultation is needed, School Dean's office (local process) : _____ **Date:** _____

Sponsored Research (RMG, ERA or OSR) : _____ **Date:** _____

Final Determination: Gift Sponsored Project