

Checklist for Determining Whether Funding is a Gift or Support for a Sponsored Project

PI/Recipient: _____ Dept: _____ Date: _____

Sponsor/Donor: _____

Project Title: _____ Amount: \$

If your funding is **not** provided directly or as flow-through by a government source at the federal, state, or local level, answer all questions in the checklist below, and include comments whenever necessary. To answer, review all the documentation associated with the funding opportunity, including the request for proposal or funding announcement, proposal or letter of intent (including budget), award letter, and all correspondence. For assistance, contact ORP at x5618 or x3114. Attach additional comments as necessary.

Checklist

	Question	Yes	No	Uncertain
1	Is this funding to accomplish a specific 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"/>
2	Is there a detailed line item budget for work (e.g., commitment of percentage of effort)? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Does the sponsor require return of any unexpended funds? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Does the sponsor require detailed financial reporting beyond a summary report of expenditures (e.g., line item detail or percentages of effort)? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Does the sponsor include terms and conditions for the disposition of tangible property (i.e. equipment, records, technical reports, theses, dissertations or other deliverables)? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Does the sponsor include terms and conditions for the disposition of intangible property (i.e. intellectual property, rights in data, or copyrights)? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Does the sponsor have any publication restrictions? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Does the sponsor expect access to the project data? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Are indirect or administrative costs allowed? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Does the funding agreement require annual, interim, and/or final reports? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Does the project include research on human subjects, including any type of surveying or pre- and post-testing? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Does the project include the use of animals, hazardous waste, biohazardous materials, or radiological control? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Does the sponsor require financial conflict of interest reporting? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PI Signature: _____

Date: _____

ORP Use Only: Final Determination

☐ Gift

☐ Sponsored Project

ORP Signature: _____

Date: _____