

To ensure that the public's funds are used properly and to protect SIUE's and the principal investigator's (PI's) reputations, the following procedures are put in place for all crowdfunding sought by SIUE employees for activities undertaken as part of their SIUE assignments. These procedures do not apply to crowdfunding sought for non-SIUE-related activities, in which case the affiliation with SIUE is not to be used and University resources are not to be used.

1. Any crowdfunding site used by SIUE employees must be pre-approved by the Office of Research and Projects (ORP) and Legal Counsel as some sites contain terms and conditions that are unacceptable to the University.
2. The PI will work with ORP:
  - a. to determine if intellectual property needs to be protected prior to pursuing crowdfunding
  - b. to ensure that existing confidentiality agreements, nondisclosure agreements, contracts, and other types of official agreements are followed prior to pursuing crowdfunding.
3. The PI will work with ORP to develop a budget.
  - a. For project *that will be administered as gifts*, the budget must include only items that can be considered and managed as gifts.
  - b. For projects *that will be administered as grants*, the budget must include an ORP administrative fee of 10% of the total budget for projects with total costs of \$10,000 or less or 15% of the total budget for projects with total costs greater than \$10,000. If salaries are included, fringe benefits using the currently approved rate must be included.
4. The PI will complete the grant vs. gift checklist and submit it to ORP with:
  - a. a proposal routing form
  - b. a summary of the project
  - c. a line item budget
  - d. a budget justification.

ORP will review the materials, in consultation with the Foundation when needed, to determine if the use of the funds would constitute a gift or a grant. If the use would constitute a gift, then all funds raised will be administered as a gift through the Foundation. If the use would constitute a grant, then all funds raised will be administered as a grant through ORP.
5. The PI must route the proposed project **prior to posting** or seeking funds on a crowdfunding site. If the proposal is not routed and funds are raised that will be administered as a grant, the accounting fee will double because the PI put the University at risk.
6. ORP will notify the Foundation and the PI when the project is approved. ORP will at this point provide to the PI any needed information for the Foundation to receive the funds for the project so that the project sponsors can meet their tax obligations.
7. When approval is received from ORP, the PI may post the project and seek funds for it.
8. The PI is encouraged to provide information about the project to SIUE Marketing and Communications and SIUE Alumni Affairs to assist with publicizing the project.
9. The PI will notify ORP and the Foundation regarding the status of the funding when the posting deadline ends.
10. When a project that will be administered as a grant is funded, the PI must route an award form for the creation of a grant account.
11. Once the Foundation receives funds for the project, the Foundation will:
  - a. provide any needed receipts and stewardship letters to the donors
  - b. transfer the funds for projects that will be administered as grants to ORP
  - c. transfer the funds for projects that will be administered as gifts to an appropriate account or provide information on how to spend the funds from the account in which the funds are being held.
12. Once ORP receives the award form and the funds for projects being administered as grants, ORP will create a 6 account for the project. ORP and the PI will treat the account the same as any other grant account, including following all relevant rules, regulations, and policies.
13. For projects administered as grants, the PI is required to publicly publish a final report and provide proof of the publication to ORP or risk losing eligibility for internal funding from the Graduate School. Sending a report to the donors or posting results on the crowdfunding site are acceptable methods to meet the publishing requirement. For projects administered as gifts, the PI is encouraged to publicly indicate use of the funds.