Gift/Philanthropic Grant or Sponsored Project Checklist

# Instructions

Provide answers to the questions and include comments when necessary. Review documentation associated with the funding for indications of whether the funding should be considered a sponsored project or a gift. Below are examples of documentation that will aid in the decision.

* Statement of Work or Project Description
* Proposal or Letter of Intent, or request for funding including budget
* Other correspondence
* Award Letter
	+ Since we aim to make this determination **before** the submission of the project to the funding agency, an award letter in most cases will not be available.

Use of this checklist is intended to help guide you to the appropriate office to assist you with your funding. Occasionally, the NIU Foundation or SPA may request that you complete it to help them evaluate how best to handle the funds.

PI Name:

Project Title:

Funder:

1. Is the funding provided by the U.S. government, at the federal, state, or local level?

[ ] Yes [ ] No Comments:

If Yes, this is a sponsored project. Do not proceed further on this checklist.

1. Is the funding provided by an individual (not an organization)?

[ ] Yes [ ] No Comments:

If Yes, this is a gift. Do not proceed further on this checklist.

1. Statement of Work (a commitment to a specific project plan specified by the sponsor, as opposed to a general field of study or research area or a plan proposed by the PI; 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)?

[ ] Yes [ ] No Comments:

1. Detailed line-item budget for work (i.e., commitment of percentage of effort)?

[ ] Yes [ ] No Comments:

1. Return of any unexpended funds at the end of a designated period (i.e., “Start” and “Stop” dates)?

[ ] Yes [ ] No Comments:

1. Detailed financial reporting beyond a summary stewardship report of expenditures (e.g., line-item detail, percentages of effort)?

 [ ] Yes [ ] No Comments:

1. Terms and conditions for the disposition of tangible property (e.g., equipment, records, technical reports, theses, dissertations, or other deliverables)?

[ ] Yes [ ] No Comments:

1. Terms and conditions for the disposition of intangible property (e.g., intellectual property, rights in data, copyrights)?

[ ] Yes [ ] No Comments:

**Sponsored Project:** If you answered “Yes” to **any** of questions 3 - 8, this is likely a sponsored project managed through SPA.

If you have determined this is a Sponsored Project,Please submit a [Proposal Intake Form](https://niu.az1.qualtrics.com/jfe/form/SV_cLOI9Zpm9g2DZtk) and SPA will review and submit the proposal.

**Gift/Philanthropic Grant:** If you answered “No” to **all** the questions from 3 - 8, this is likely a gift or philanthropic grant managed through the NIU Foundation.

For any gift/philanthropic grant questions, please contact the NIUF Office of Corporate and Foundation Relations team at erin.smith@niu.edu.

If you are still unsure, if this is a sponsored project or gift, please email this completed form to asosp@niu.edu.