CSU FINANCIAL SERVICES

California State University

CHANNEL ISLANDS

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

Sponsor/Donor: _____ Project Title: _____ Amount: _____

### Instructions for Completing the Checklist:

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?<br>Comments: | | **If YES, this is a SPONSORED PROJECT.** | |
| 2 | Is the funding provided by an individual (not an organization )?<br>Comments: | | **If YES, this is a GIFT.** | |

| | IF NEITHER OF THE ABOVE ARE TRUE, CONSIDER THE QUESTIONS BELOW | YES | NO | UNCERTAIN |
|---|---|---|---|---|
| 3 | 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 )?<br>Comments: | ☐ | ☐ | ☐ |
| 4 | Is there a detailed line item budget for work (e.g., commitment of percentage of effort)?<br>Comments: | ☐ | ☐ | ☐ |
| 5 | Does the funding agreement require return of any unexpended funds at the end of a designated period (i.e., "Start" and "Stop" dates)?<br>Comments: | ☐ | ☐ | ☐ |
| 6 | Does the funding agreement require detailed financial reporting beyond a summary report of expenditures (i.e. line item detail, percentages of effort)?<br>Comments: | ☐ | ☐ | ☐ |
| 7 | Does the funding agreement include terms and conditions for the disposition of tangible property (i.e. equipment, records, technical reports, theses, di ssertations or other deliverables)?<br>Comments: | ☐ | ☐ | ☐ |
| 8 | Does the funding agreement include terms and conditions for the disposition of intangible property (i.e intellectual property, rights in data, copyrights)?<br>Comments: | ☐ | ☐ | ☐ |

**Check one box below, and process accordingly.**

☐ **Sponsored Project:** If you answer "Yes" to Question 1, or if most of the responses from questions 3 – 8 are "Yes", this indicates that the funding is for a sponsored project. Submit this checklist along with award documents to Research and Sponsored Programs for set up as a sponsored project.

☐ **Gift:** If you answer "Yes" to Question 2, or if most of the responses from questions 3 – 8 are "No", this indicates that the funding is a gift. Keep this completed checklist with your departmental gift file. If a fund or program needs to be requested, please attach a copy of the checklist to that form.

☐ **Uncertain:** If you cannot determine with certainty, review with the Senior Research Officer and the Director of Advancement Operations. If a determination remains uncertain, confer with the University Controller for final resolution.

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

**If consultation is needed, Senior Research Officer:** _____ Date: _____

**If consultation is needed, Director of Advancement Operations:** _____ Date: _____

**If consultation is needed, University Controller:** _____ Date: _____

**Final Determination:**  Gift ☐  Sponsored Project ☐