



Stanford University

Attachment A. To RPH 13.1

Job Aid

Determining Whether Funding is a Gift or Sponsored Project

PI/Recipient: _____ Dept: _____

Donor/Sponsor: _____

Project Title: _____

Obtain all the documentation associated with the funding. Documentation should include all of the items listed below:

- ✓ Copy of proposal or request that includes the statement of work or project description and any budget information
- ✓ Award letter or agreement that defines donor/sponsor expectations

Review documentation for indications that will help you to complete the questions below for determining if the funding should be considered a *sponsored project* or a *gift*.

Section 1 – Donor/Sponsor Type

1. Donor/sponsor is a branch of a federal, state, or local government? Y/N
2. Donor/sponsor is a foreign government or primarily funded by a foreign government? Y/N

If Yes to either of these questions, the funding is a sponsored project. Contact your Institutional Official in OSR or RMG

If No to both questions, move on to Section 2.

Section 2 – Award Terms

3. Donor/Sponsor requires deliverables (e.g. equipment, records, detailed research results, study data)? Y/N
4. Donor/Sponsor requests ownership of intellectual property (e.g. licenses, copyrights, royalties)? Y/N
5. Donor/Sponsor requests control of publications? Y/N

If Yes to any of these questions, the funding is a sponsored project. Contact your Institutional Official in OSR or RMG

6. Other questionable terms (e.g. indemnification, hold harmless, confidentiality, arbitration)? Y/N

If Yes consult with your Institutional Official in OSR or RMG to determine if funding is a sponsored project

If No to all questions, move on to Section 3

Section 3 – Award Reporting Requirements

General Requirements	←	→	Detailed Requirements
RESEARCH FOCUS			
a. Broad research focus			a. Detailed scope of work or line of inquiry
FINANCIAL REPORTING			
b. General report on disposition of funds, e.g., total spent or consolidated categories (salaries, equipment, materials) or left to Stanford to decide			b. Detailed line-item budget, e.g., correspondence with proposal budget, percentage of effort committed for faculty or personnel, burn rates projections
c. No prior approval required for variance with proposal budget			c. Requires funds to be spent in accordance with proposed budget
d. Future payments not contingent on reporting			d. Future payments contingent on reporting.
NARRATIVE REPORTING			
e. General description of progress, no specific requirements/guidelines			e. Technical report requires details on scientific results or accomplishments

A preponderance of “General Requirements” checks above indicates that the funding may be administered as a *gift*. A preponderance of “Detailed Requirements” checks above likely indicates that the funding should be administered as a *sponsored project*. If you have questions about the analysis or you are unable to make a determination of *gift* or *sponsored project*, contact your Institutional Official in the Office of Sponsored Research (OSR) or Research Management Group (RMG).