

How to Determine if Revenue is a Research Grant/Sponsored Program or a Philanthropic Grant/Gift

PI/Requester: _____ Dept: _____ Date: _____

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

To determine whether revenue should be considered a research grant/sponsored program (e.g., exchange grant, cooperative agreement or contract) or a philanthropic grant/gift, please answer the questions below. Include detailed explanations whenever necessary.

Funding Source

1. Is the funding provided by the U.S. Government, at the federal, state, or local level? If **YES**, this is a **Sponsored Program**.
2. Is the funding provided by an individual (not an organization)? If **YES**, this is a **Gift**.

If neither of the above are true, answer the questions below

3. Is the proposal in response to a formal Request for Proposals (RFP) or LOI (Letter of Intent)?
 Yes No Unsure Comments: _____
4. Is the funding meant to accomplish a specific Statement of Work (commitment to a specific project plan/line of scholarly inquiry, such as testing of a hypothesis, a model project, or a defined set of deliverables)?
 Yes No Unsure Comments: _____
5. Is there a detailed line item budget for work (e.g., commitment of percentage of effort)?
 Yes No Unsure Comments: _____
6. Does the funding agreement require return of any unexpended funds at the end of a designated period (i.e., "Start" and "Stop" dates)?
 Yes No Unsure Comments: _____
7. Does the funding agreement require detailed financial reporting beyond a summary report of expenditures (i.e., line item detail, percentages of effort)?
 Yes No Unsure Comments: _____
8. Does the funding agreement include terms and conditions for the disposition of tangible property (i.e., equipment, records, technical reports, theses, dissertations or other deliverables)?
 Yes No Unsure Comments: _____
9. Does the funding agreement include terms and conditions for the disposition of intangible property (i.e., intellectual property, rights in data, copyrights)?
 Yes No Unsure Comments: _____

Check one box below, and proceed accordingly.

- Research Grant, Contract, or Sponsored Program:** If you answer "Yes" to Question 1, or if most of the responses from questions 3 – 9 are "Yes," contact Wendy Stapp (WendyStapp@ferris.edu) in the Office of Research and Sponsored Programs.
- Philanthropic Grant or Gift:** If you answer "Yes" to Question 2, or if most of the responses from questions 3 – 9 are "No," contact Kara Eagle (KaraEagle@ferris.edu), Corporate and Foundation Grant Manager at University Advancement & Marketing.
- Uncertain:** If you cannot determine with certainty, review with your dean or department director and then with the Office of Research and Sponsored Programs. ORSP & UA&M will confer for final resolution.

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

ORSP/UA&M Reviewer Signature: _____ **Date:** _____

Final Determination: Gift Sponsored Project