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

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

This is a job aid and for your files only.  
4/7/2016