

## Is it a Gift, or is it a Sponsored Project Grant? Definitions and Guidelines

The terms gift and grant are sometimes used interchangeably or defined idiosyncratically by donors, and this can be confusing when a faculty or staff member wants assistance to secure an external funding opportunity. The following guidelines define when a funding opportunity involves a gift versus a grant.

In general, funding is considered a **GIFT** if (a) the funding is irrevocable, (b) there are no specific performance or delivery requirements, and (c) there is minimal or no required reporting of detailed expenditures.

Funding is considered a **SPONSORED PROJECT GRANT** (or in some cases a contract or equivalent agreement) if one or more of the following conditions apply:

- the funding is to carry out a specified plan of action, such as testing certain hypotheses, conducting specific experiments, building a theoretical model, providing a special curriculum, or producing certain deliverables or reports
- the funder is entitled to receive or decide who receives specified items of value, which may be tangible (i.e., equipment, records, reports) or intangible (i.e., intellectual property rights, publication rights, educational certificates or credits, access to data)
- the funds are available for only a limited period of time
- the funding must adhere to a detailed line-item budget or specified levels of personnel effort
- any funds not spent during a certain time frame or according to specified budgetary lines will be returned to or not disbursed by the sponsor
- detailed financial reporting is required at intervals during the course of the work or at the end of the project

Most opportunities can be readily assigned based on these guidelines, but some instances are complex and may require further consultation between the Offices to assure that there is appropriate support and follow-through. In case there is any ambiguity about who should do what, the offices routinely discuss and coordinate with each other to reach an efficient resolution, and no one minds which office is first approached.

The Office of Advancement (OA) has the lead responsibility for securing all **GIFTS** to CGU, which are generally unrestricted or for endowment, construction, student fellowships, or general support for specific schools, institutes, or centers.

The Office of Research and Sponsored Programs (ORSP) will support all proposals that seek funding to support **SPONSORED PROJECTS** for research or training, whether from public or private sources.

Faculty members are always welcome to approach either office for fundraising assistance or advice at any time, and we are happy to refer grant-seekers to the other office whenever appropriate.