



Instructions for Completing the Checklist

Answer all six questions in the checklist below and include comments, where necessary. Before completing, review all associated documentation for indications that will help determine whether the funding should be considered support for a **gift** or **sponsored project**. Designation as a sponsored project does not preclude assessment of the gift fee. Documentation may include some or all of the items listed below:

1. Statement of Work (SOW) or Project Description
2. Proposal, Letter of Intent (LOI), or request for funding including budget
3. Notice of Award (NoA)
4. All Correspondence

Checklist

FUNDING SOURCE:		
1	Is the funding provided directly or via passed-through funds by the federal, state, or local government?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		If <u>yes</u> , this is a sponsored project
IF THE ABOVE WAS ANSWERED "NO", CONSIDER THE QUESTIONS BELOW:		
2	Is this funding to accomplish a specific SOW (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, or a model project)? Comments:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain
3	Is there a detailed line item budget for work (e.g., commitment of percentage of effort)? Comments:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain
4	Does the funding agreement indicate the return of unexpended funds? Comments:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain
5	Does the funding agreement require reporting beyond a progress/scientific report and summary of expenditures (i.e. line item detail or percentages of effort, invention statement, etc.)? Comments:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain
Grant Versus Contract Determination¹		
6	Does the funding agreement include the exchange of goods and/or services? <ul style="list-style-type: none"> – For example, select "Yes" if the project is subject to any of the following conditions: <ol style="list-style-type: none"> 1. Delivery of specific goods, services, or other deliverables (as opposed to progress reports) by the 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain

¹ Based on the terms of the agreement, not whether the agreement references the terms "grant" or "contract".

Rutgers, State University of New Jersey

GCA, SRA, ORRA, RSP, and Procurement

Gift vs. Sponsored Project



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	University; 2. Transfer of intellectual property, ownership, or related rights Comments:	
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Check one box below and process accordingly:

<input type="checkbox"/>	Sponsored Project (Grants or Contracts): If you answer "Yes" to Question 1, or if any of the responses from questions 2-6 are "Yes", this is a <u>sponsored project</u> . Initiate RAPSS FP and alert the assigned RSP Grant Specialist or SRA Contract Negotiator. The Gift Assessment Fee may still be applicable.
<input type="checkbox"/>	Gift: If you answer "No" to Question 1, and if all of the responses for questions 2-6 are "No", this is a <u>gift</u> . If this is a Grant-in-Aid, contact your SRA Contract Manager. If RU, complete Discretionary Account Set-Up Form and send to University Accounting. If RBHS, complete Restricted Discretionary Index Request Questionnaire.
<input type="checkbox"/>	Uncertain: If you cannot determine with certainty, review with your school dean's office and then with: Research and Sponsored Programs (RSP) and the RU Foundation.