

University of Connecticut Health Center
GIFT DETERMINATION WORKSHEET

Policy 2002-36

Prospective Donor _____

FRS Acct # _____

The Gift Determination Worksheet is to be completed by staff members in either The Office of Research and Sponsored Programs or Fiscal Administration-Research Finance to determine whether an award should be administered as a gift or a grant. All awards received for which there is no formal proposal or application submitted should be reviewed for Gift determination status. Any unsolicited awards received that are less than \$1,000 shall be considered gifts. A letter should accompany these gifts from the donor identifying the recipient Investigator or lab. Any funds received without backup documentation will be assumed to be a general unrestricted donation to the Health Center.

Grant Criteria: (Answering “Yes” to any of the Y/N criteria below will indicate that the award is a grant. If none of the criteria are “Yes”, please review the remaining Grant and Gift criteria.)

The award is subject to:

- Interim and/or final formal financial reporting, or
- Other reporting requirements (programmatic), or
- Specific budgetary and expenditure restrictions. **(Y/N)**

The award is subject to invention rights, licenses and/or fees. **(Y/N)**

The award provides for objectives to be achieved and a specific statement of work. A period of performance is identified. **(Y/N)**

The award results in or is intended to result in a direct economic benefit or tangible compensation to the donor. **(Y/N)**

The sponsor, pending satisfactory completion of project objectives, may withhold funds. Unused funds may require return to the sponsor, unless a carryover or extension is permitted. **(Guidance)**

Gift Criteria:

There are no contractual requirements imposed. Objectives may be stated and the use of funds may be restricted to a general or specific purpose such as a professorship, scholarship, or research in a general area.

The award is irrevocable.

There is no formal financial accounting required and unexpended funds do not have to be returned. A report on the how the gift funds were used including a report of expenditures may be requested.

The University solicits resources as a contribution and the donor affirms that a gift has been made to support the university.

The award supports the PI in his/her efforts in carrying out a task (e.g. general work in a PI's chosen field of study, not a specific project).

DETERMINATION: (Document your decision and provide support based on above criteria. Decisions related to amounts greater than \$15,000 should be reviewed and approved by a supervisor.)

Signatures:

Date

A copy of this worksheet shall be filed with the award documentation in both ORSP and FA-RF.

A copy of this worksheet shall be filed with the Development office.