



## Distinguishing Grants vs. Gifts Checklist

PI:

Department:

Amount:

Project Title (if applicable):

Sponsor/Donor:

This checklist is intended to provide guidance on determining if a transaction is support for a sponsored program or grant through the Office of Research & Sponsored Programs or a gift to be processed and administered by the Office of Development. For additional information, see ORSP's Grant vs. Gift Guidance.

**Schedule a meeting with ORSP to review all funding documentation available, or provide ORSP with the information and we will review for you, to answer the questions below.**

**YES    NO    UNSURE**

1. Is the funding provided by the government (federal, state, or local)?
2. Is an application or proposal being initiated by the investigator to seek funding?
3. Does the project commit the university to a specific line of scholarly or scientific inquiry, detailed in a research plan or statement of work?
4. Is a detailed line item budget for the work required?
5. Does the proposed funding include Personnel costs?
6. Does the sponsor/donor require a cost share or in-kind commitment?
7. Does the project require a legal contract (i.e. non-disclosure agreement, confidentiality agreement, data use agreement) or review by a university compliance committee (i.e. IRB, IACUC, IBC)?
8. Is the university required to provide detailed financial reporting beyond a brief summary of how the funds are spent?
9. Is the university required to return unspent funds at the end of a designated period (i.e. project start and end dates)?
10. Is the university obligated to provide deliverables, like reports, research results, study data, or other tangible items?
11. Does the funding agreement include terms and conditions for the disposition of intangible property (i.e. intellectual property, rights in data, copyrights)?

**"YES" to any of the questions above likely indicates the funding is a grant/sponsored program.**

**"NO" to all questions suggests the funding may be processed as a gift.**

**Contact ORSP at [orsp@unco.edu](mailto:orsp@unco.edu) with any questions! We are here to support you in growing your research.**