GIFTS and SPONSORED PROJECTS CLASSIFICATION MATRIX

It is important that external funding received to support a variety of projects by SU faculty and staff be correctly classified. Due to the increasing use of pass-throughs and partnerships, preferred practice is to classify the opportunity primarily on the basis of the proposed activity (less than the name of the funder). The table below is intended as a general guideline to assist SU community members to make a preliminary evaluation regarding gifts and sponsored projects (grants, contracts, and cooperative agreements). Final determination on classifying external funding is made by ORSSP in consultation with University Advancement, the Controller, and other relevant offices. Please contact ORSSP staff at 206-296-2597 for further assistance with determining if a potential fund is a gift, grant, or contract.

	Gifts	**Grants**	**Contracts**
Responsible Office	University Advancement/CFR	ORSSP	ORSSP
Partnering Offices	Controller	Academic Affairs, Controller, University Advancement (if private sponsor), Counsel	Academic Affairs, Controller, Counsel
Specificity of intent of funder	Sponsor seeks to advance general area of research, education, or other specific area but does not prescribe specific strategies or work plans. Primary intent is charitable without expectation of economic good	Sponsor seeks implementation of specific research or education with well-defined objectives, strategies, work plans. Primary intent is public good	Sponsor seeks implementation of specific research or education with well-defined objectives, strategies, work plans. Primary intent is economic benefit to the sponsor
Purpose	General. Doesn't direct project inquiry. Might be restricted to specific purpose such as scholarship or professorship	Semi-directed with broad, programmatic objective. Result of submitting proposal driven by outcomes	Specific purpose, service, or objective. Scope of work driven by outcomes
Scope of work	More generally defined; typically no time frame or period of performance	More specifically defined with a clear period of performance	More specifically defined with a clear period of performance

Source of funding	Individual and private/ non-governmental	Public (federal, state, local); private/ non-governmental; public-private partnerships	Public (federal, state, local) and private/ non-governmental
Persons performing funded activities	Often left to the discretion of University, school, department or one named individual	Key personnel are named in proposal, and changes to key personnel must be approved by funder	Key personnel are named in agreement, and changes to key personnel must be approved by funder
Budget specificity and restrictions	Budgeting is general in nature and terms, and funder pre-approvals are not required as long as funds are used for the stated purpose	Budgets are specific and variances from budgets (within designated parameters) require funder pre-approval	Budgets are specific and variances from budgets (within designated parameters) require funder pre-approval
Progress Reports/Deliverables	Minimal reporting may be required and is often general in nature and content	Required and must outline progress toward the specific project plan. Final financial and technical reporting required	Required and must outline progress toward the specific project plan. Final financial and technical reporting required.
Terms of funding	Less detailed	Often detailed, with standard detailed terms and conditions for all funding from that sponsor	Often detailed, with standard detailed terms and conditions for all funding from that sponsor
Ability of funder to recoup funds	Generally very difficult to recoup except in cases of deliberate and proven use of restricted funds inconsistent with terms of restricted gift	Established ability of funder to terminate the agreement and/or demand repayment of funds if specific project plans have not been implemented. Typically must return unexpended funds	Established ability of funder to terminate the agreement and/or demand repayment of funds if specific project plans have not been implemented.
Publication restrictions	N/A	May include guidance on publication	Data or publication restrictions (even review and/or approval language)
Intellectual property	N/A	May have IP issues	May have IP /ownership terms

The above quick reference guide was developed from publically available documents at Gonzaga University, Loyola University Chicago, Utah State University, and Harvard University.