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|  Research & Sponsored Programs UNIVERSITY OF DENVER | Office of Research and Sponsored Programs Policy Manual Gift or Grant |
| | Policy Number: ORSP-12 |
| Recommended By: Director of Sponsored Programs; Director of Development, Foundation Relations; Sponsored Programs Research Advisory Council Approved By: Senior Vice Provost for Research and Graduate Education | Effective Date: 09/10/2023 |

1. PURPOSE

To identify and characterize the differences between gifts and grants provided to the University for the purpose of conducting research, scholarship or creative works.

2. DEFINITIONS

- 2.1. Sponsored Programs are programs or projects that are funded by an external entity through a written agreement (grant, agreement or other instrument) with the University. Sponsored Programs include specific research, training, or service programs and projects.
- 2.2. Gifts are any item of value given to the University by a donor who expects nothing of significant value in return other than recognition and disposition of the gift in accordance with the donor’s wishes.
- 2.3. Grants are agreements between the University and an external entity under which there is a transfer of anything of value from the external entity to the University to aid the University in reaching a particular institutional goal or public purpose.
- 2.4. Faculty is a person appointed to employment by the University to fulfill teaching and/or scholarly activities. Appointment is classified in the [Policies and Procedures Relating to Faculty Appointment, Promotion and Tenure](#).

3. POLICY

- 3.1. The following are characteristic of Gifts:
 - 3.1.1. No contractual requirements except for a restriction for a particular purpose.
 - 3.1.2. The donor expects nothing of value in return for the Gift other than recognition of the Gift.
 - 3.1.3. There is no formal required fiscal accountability and no required audit. Periodic progress reports may be appropriate as a good stewardship but cannot be required.
 - 3.1.4. There are no research compliance or other federally mandated requirements.
 - 3.1.5. No rights to tangible or intellectual property are established.
- 3.2. The following are characteristic of Grants:
 - 3.2.1. Establishes a legally enforceable, binding agreement between the University and an external entity.
 - 3.2.2. A specific program or project with a defined scope of work towards a specific scientific inquiry is

established.

3.2.3. The University commits to providing a specific level of effort, deliverables or milestones.

3.2.4. Funds are required to be spent according to a specific budget.

3.2.5. There are formal fiscal reporting requirements including audits.

3.2.6. Funds may be utilized by an individual student, postdoctoral fellow or Faculty for the furtherance of their academic education and training.

3.2.7. The agreement provides for the disposition of the tangible and intellectual property created as a result of the program or project.

4. PROCESS

4.1. Gifts are administered by the Office of University Advancement.

4.2. Grants are administered by the Office of Research and Sponsored Programs.

4.3. If institutional endowment of postdoctoral fellow or Faculty is required for the Fellowships, Scholarships and Other Student Aid administration is conducted by the Office of Research and Sponsored Programs.

4.4. The Office of Research and Sponsored Programs will produce on a regular basis a guide to external funding that will support decision making.