September 3, 2009

To: The University of Iowa Research Community

From: Twila Fisher Reighley, Assistant Vice President for Research, University of Iowa
       Gregory Lamb, Assistant Vice President for Corporate and Foundation Relations, UI Foundation

Re: New Guidelines for Distinguishing Gifts and Sponsored Project Funding

The University of Iowa and The University of Iowa Foundation are pleased to offer a new set of Guidelines for Defining, Requesting, and Receiving Gifts and Sponsored Project Funding.

These Guidelines, developed through a cooperative effort involving the UI Division of Sponsored Programs (DSP) and UI Foundation (UIF), are intended to define and distinguish the two major types of external support – namely, Gifts, which are sought and processed through the UI Foundation; and Sponsored Project Funding, which is handled through the Division of Sponsored Programs. While closely related – each involving external funding to further the University’s research and educational mission and operations – the two types of funding are distinguished by the level of institutional resources and responsibilities attached to each:

- Gifts are made for a restricted or unrestricted use, as specified by the donor at the time of the gifting. Provided the funds are used in the way specified by the donor, the support is irrevocable and requires no institutional goods, services, or deliverables in return.

- Sponsored Project Funding is also awarded for a restricted or unrestricted use, as specified by the sponsor at the time of award. This type of funding, though, may carry a variety of contingencies, requiring financial accounting to ensure the funds are spent as specified; scientific reporting to confirm adequate progress has been made; documentation to ensure compliance with federal guidelines for protecting human and animal subjects, environmental safety, and ethical standards; agreements for addressing intellectual property concerns; and/or other types of institutional monitoring and administrative oversight.

Section II of the Guidelines outlines procedures for the submission, acceptance, and administration of grant funding that may be defined as either a Gift or a Sponsored Project.
It is our hope that this effort to distinguish Gifts and Sponsored Project Funding will alleviate the long-standing confusion within our academic community, clarifying the associated procedures for seeking, accepting, and administering each type of funding and defining the respective roles of the UIF and DSP offices.

The complete Guidelines for Defining, Requesting, and Receiving Gifts and Sponsored Project Funding have been posted to https://research.uiowa.edu/dsp/main/downloads/Gifts_and_Sponsored_Project_Guidelines.pdf for your review and reference and for sharing with your colleagues.

Questions may be directed to Associate Director Gina Crosheck in the UI Division of Sponsored Programs, at gina-crosheck@uiowa.edu or 335-3203, or to Assistant Vice President Lamb at the UI Foundation, at gregory-lamb@uiowa.edu or 467-3804.

Thank you very much for your attention to these new guidelines.

c: Jordan Cohen, Interim Vice President for Research
    Audra Haddy, Associate Controller
    Terry Johnson, Controller
    Lynette Marshall, President of the UI Foundation
    Departmental Administrators
    Departmental Executive Officers
    Division of Sponsored Programs Staff
    UI Foundation Development Officers
    UI Research Deans