



**Division of Sponsored Programs**

2 Gilmore Hall  
Iowa City, Iowa 52242-1320  
319-335-2123 Fax 319-335-2130  
dsp@uiowa.edu  
<http://research.uiowa.edu/dsp>

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](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 Croscheck in the UI Division of Sponsored Programs, at [gina-croscheck@uiowa.edu](mailto:gina-croscheck@uiowa.edu) or 335-3203, or to Assistant Vice President Lamb at the UI Foundation, at [gregory-lamb@uiowa.edu](mailto: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