

## Gift vs. Grant Checklist: For-Profit Corporation Funding of \$100,000 or Less

Donor/Sponsor: \_\_\_\_\_

PI/Recipient: \_\_\_\_\_ Department: \_\_\_\_\_

The following checklist may be used to help determine whether for-profit corporation funding of \$100,000 or less is a gift or a grant. Please obtain and review all the relevant documentation associated with the funding (e.g. proposal, application, funding agreement) prior to filling out this checklist. One or more checks on the “Grant Characteristics” side means that the funding should be initially treated as a grant and routed through the relevant submitting office (Office for Sponsored Programs (OSP), Harvard Medical School Office of Research Administration (HMS ORA), or Harvard Chan School of Public Health Office of Research Administration (HSPH ORA)) for appropriate administrative review. Otherwise, the funding should be routed through Alumni Development Services (ADS).

<b>Gift Characteristics</b>	✓		✓	<b>Grant Characteristics</b>
Broad research focus. Harvard retains full discretion in deciding when and how funding is used to satisfy the purpose. Sponsor has no oversight or control over the project or use of funding.		<b>Purpose or Intent of Funding</b>		Strict adherence to a detailed scope of work or period of performance. Deviations from the proposal requires sponsor approval.
Funder receives no goods, services, license to intellectual property, or other corporate benefit in exchange for the funding, excepting philanthropic satisfaction or other immaterial benefits.		<b>Value Exchange</b>		Funder receives goods, services, license rights or some other corporate benefit(s) (e.g. preferential treatment or required use of funder’s services, products, or materials) in exchange for the funding.
Funds awarded and paid are irrevocable. There is no requirement to return unexpended funds.		<b>Revocability/Return of Funding</b>		Funds awarded and paid may be partially or wholly revocable. Unexpended funds are required to be returned.
Funding is not tied to a budget. If a budget was proposed, there is no required prior approval to vary from the proposed budget.		<b>Budgets</b>		Funding is to be spent in accordance with a proposed budget. Prior approval must be sought to vary from the proposed budget.
Financial reporting is limited to good stewardship report(s).		<b>Financial Reporting</b>		Detailed financial reporting is a requirement under the terms and conditions.
Limited to a summary or general description of how funds were used and/or the impact of the gift.		<b>Technical/Progress Reporting</b>		Required detailed reports on scientific results or project plan objectives.
Terms and conditions, if any, are limited, but may restrict use of funds to an academic field, school, or program.		<b>Terms and Conditions</b>		Includes terms and conditions, including, but not limited to any of the following: indemnification, Intellectual property rights for funder (e.g. license rights), prepublication review, warranties, export controls.

Checklist filled out by: \_\_\_\_\_

If the resulting classification does not match the funder’s intent or you have any questions about the classification process, please contact your relevant submitting office (OSP, HMS ORA, HSPH ORA). Final decision-making authority rests with the relevant submitting office, who will consult with ADS as needed.