

GIFT OR GRANT?¹

Any one of the following makes it a grant as defined by SFA:

- \$ Funds are from the government.
- \$ There is a required Statement of Work (defined scope of work or set of objectives) and/or a description of the methodology or procedure to be followed.
- \$ The sponsor requires a technical report, itemized budget, and/or detailed fiscal report.
- \$ Payments are contingent on milestones, deliverables, reports, or invoices.
- \$ Unexpended funds must be returned.
- \$ The sponsor must be consulted regarding budget reallocations.
- \$ The award involves intellectual property, technology transfer, and/or proprietary materials.
- \$ Funds will be used for matching or cost-sharing on another grant, and/or the award is linked to a grant.
- \$ The project requires protection of the university and/or sponsor; including confidential information (other than donor information).
- \$ Funds are restricted/limited; i.e. publications are monitored; use of results requires approval by sponsor.
- \$ Guidelines, submission, and/or award documents specify terms and conditions.



WHICH OFFICE DO I CONTACT?

RESEARCH OFFICE

Contact ORSP for the following:

- \$ All grant applications submitted by SFA, including those to foundations, except those that require submission by a 501(c)(3) organization.
- \$ Grants, contracts, subcontracts and subawards related to grants.

Liberal Arts North Building, Room 421
936.468.6606
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DEVELOPMENT OFFICE

Contact Development for the following:

- \$ Gifts, in-kind donations and acknowledgements.
- \$ Tax receipts and giving histories.
- \$ Naming opportunities.
- \$ Grant applications submitted by the SFA Foundation [requiring 501(c)(3) status].

Austin Building, Room 303
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^[1] Modified from: A Guide for Resource Development at UT Austin and the Kansas State University Pre-Award Services Policies and Procedures Manual