

# Is it a Gift, Grant or Contract?

Gift	Grant/Cooperative Agreement	Contract
Philanthropy	Awards of financial assistance	Procurement/purchasing action (bid process)
Donor voluntarily makes to a qualified organization	PI defined work scope	Sponsor defined work scope
Donor letter or agreement	Cost-reimbursement agreement	Cost-reimbursement or fixed price agreement
No donor-imposed time limits	Period of performance	Period of performance
No strings attached	Technical and financial reports	Specific deliverables, reports and/or milestones
May be unrestricted, or restricted to a specific program (approved by UCI)	Specific financial and performance terms	Specific financial and performance terms, usually with rights reserved by sponsor
Irrevocable transfer	Revocable in whole or in part	Revocable in whole or in part
Assessed 5% administrative fee	Assessed UCI indirect cost rate, unless the non-profit sponsor has a written policy that is consistently applied to reduce the rate	Assessed UCI indirect cost rate
Managed by University Advancement	Managed by Sponsored Projects	Managed by Sponsored Projects

Processing a Gift	Processing a Grant	Processing a Contract
<p>All gifts received by department representatives, whether for The Regents or The UCI Foundation, are to be deposited immediately upon receipt (within 24 hours).</p> <p>The Online Gift/Pledge Acceptance form is completed for each gift or pledge from a non-governmental source and sent to University Advancement, Office of Gift and Trust Administration, accompanied by:</p> <ul style="list-style-type: none"> <li>• Original gift letter</li> <li>• Copy of the check</li> <li>• Copy of all other correspondence or materiel that accompanied the gift letter</li> <li>• Copy of acknowledgement letter</li> <li>• Principal Investigator's Statement of Economic Interests, Form 700-U, if required.</li> </ul> <p>NOTE: Unless listed on the "Exception List," the Statement of Economic Interests is to be completed for all research projects that are funded in whole or in part by a gift earmarked by the donor for a specific research project or a specific principal investigator, provided the amount of the gift, or the aggregate over a 12 month period from the same donor is \$250 or more.</p>	<p>Grants and cooperative agreements typically are issued by private non-profit foundations, charitable trusts, and federal agencies. Cooperative agreements reflect some direct involvement of sponsor personnel in the project.</p> <p>Proposals for Grants are submitted through Sponsored Projects, along with an Administrative Approval form. Financial disclosure forms may also be required depending upon the sponsor.</p> <p>Guidance on budget preparation can be found at: <a href="http://www.research.uci.edu/ora/sp/preparingproposalbudgets.htm">http://www.research.uci.edu/ora/sp/preparingproposalbudgets.htm</a>. UCI may consider deviating from the standard F&amp;A rates for non-profit sponsors that have an established written policy of supporting a reduced overhead rate. Contact your C&amp;G Officer with questions.</p> <p>Selection of successful grantee is often done by peer-review groups assembled by the sponsor. Awards are accepted on behalf of The Regents by UCI Sponsored Projects and an account/fund number assigned to the award so that the expenses benefiting that project can be identified for audit purposes.</p> <p>For more information: <a href="http://www.research.uci.edu/ora/sp/index.htm">http://www.research.uci.edu/ora/sp/index.htm</a> or <a href="http://www.ucop.edu/raohome/cgmanual/chapt9final.pdf">http://www.ucop.edu/raohome/cgmanual/chapt9final.pdf</a></p>	<p>Contracts typically are issued by private, for-profit companies, although this mechanism is also used by federal, state and local public agencies for procurement of specific services.</p> <p>Proposals for Contracts are submitted through Sponsored Projects, along with an Administrative Approval form. Financial disclosure forms may also be required depending upon the sponsor.</p> <p>Contract budgets should recover full costs, direct and indirect costs as required by UC Regulation No. 4. Guidance on budget preparation can be found at: <a href="http://www.research.uci.edu/ora/sp/preparingproposalbudgets.htm">http://www.research.uci.edu/ora/sp/preparingproposalbudgets.htm</a>.</p> <p>Awards are negotiated and accepted on behalf of The Regents by UCI Sponsored Projects under a delegation from the Chancellor. Negotiations can take a few days or several weeks to agree on terms and execute an agreement. When the agreement is signed by both parties, an account/fund number is assigned to the award so that the expenses benefiting that project can be identified for audit purposes.</p> <p>For more information: <a href="http://www.research.uci.edu/ora/sp/index.htm">http://www.research.uci.edu/ora/sp/index.htm</a> or <a href="http://www.ucop.edu/raohome/cgmanual/chapt9final.pdf">http://www.ucop.edu/raohome/cgmanual/chapt9final.pdf</a></p>