



Policy Brief

Last Revised: 10/22/2024

7.22 Administration of Gifts and Grant Awards and AAE

Administering Department: Office of Research Administration (ORA) & Office of Advancement & Alumni Engagement (AAE)

Scope:

Summary

This policy shall be used to ensure proper financial recording and reporting of grants, gifts, and other awards, and to determine whether an award agreement should be administered by the Office of Research Administration (ORA) or by the Office of Advancement & Alumni Engagement (AAE). Decisions related to intent, when in question, are reviewed and resolved by the Vice President for Research Administration or designee, and the Senior Vice President for Advancement & Alumni Engagement, or designee.

Applicability

This policy applies to all determinations of whether an award should be administered through ORA or AAE.

How to Comply with the Policy

- Compliance with this policy requires that any project which meets any of the criteria outlined in the full policy is generally considered a “sponsored project” and shall be administered accordingly. Characteristics describing transactions which shall be administered by the Office of Advancement and Alumni Engagement (AAE) are also outlined in the full policy.
- Individuals with responsibility for ensuring university endorsement must use the criteria noted in this policy to make every effort to guide the agreement to its appropriate location. Grants from private entities that are not providing a contracted service should be counted as philanthropic in AAE reporting for compliance with national standards in fundraising even when it is being administered by ORA.

***[The full policy](#) outlines how to deal with potential exceptions to the actions prescribed by this policy and when to seek clarity and agreement in cases where criteria are ambiguous.**

Noncompliance with the Policy

The decision as to whether a particular award should be administered by ORA or AAE is not made based on the presence or absence of a single characteristic or criterion. The conditions of the award as



a whole must be considered to determine proper classification. Noncompliance with this policy may result in improper classification of an award, and could result in delay of award distribution, and/or delay of research project.