

Quick Guide for Processing Private Gifts and Private Grants

This guide is intended as a quick reference tool subject to the principles outlined in the “WSU/WSUF Operating Principles when working with Private Grants” document.

Step 1: Determine how Donor/Sponsor shall provide funding to Washington State University Foundation (WSUF) or to Washington State University (WSU). Shall funds be provided via private gift or a private grant?

- Donor shall be defined as the entity or individual providing a private gift.
- Sponsor shall be defined as the entity providing a private grant.
- Private gift or private grant (sponsored project) shall be defined according to Greg Sheridan’s memo entitled “*Guidelines for Determining a Sponsored Project or Gift at Washington State University*” and dated December 21, 1995.

Step 2: If a private gift is provided by the Donor then follow gift processing procedures outlined by WSU Foundation.

Step 3: If a private grant is provided by the Sponsor then it must be determined whether WSU or WSUF shall be the Grantee.

Option 1: If the Sponsor **is** listed on the “Private Grant Sponsor” list (www.ogrd.wsu.edu/private_grant.asp) then WSUF shall be Grantee and WSU shall be Subgrantee. Any proposals submitted must be routed through OGRD and then OGRD shall forward to WSUF for processing to the Sponsor. (**See below for reporting requirements**).

Option 2: If Sponsor **is not** listed on the “Private Grant Sponsor” list (www.ogrd.wsu.edu/private_grant.asp), but Sponsor requires Grantee to be a non-profit organization as determined by IRS 501(c)(3) rules then WSUF shall be Grantee and WSU shall be Subgrantee. Any proposals submitted must be routed through OGRD and then OGRD shall forward to WSUF for processing to the Sponsor. (**See below for reporting requirements**).

Note: Sponsors may require 501(c)(3) entities to submit proposals through their documentation provided, however, many sponsors allow Universities to submit as entities “similar” in status as 501(c)(3) entities. A phone call to the Sponsor is required to determine actual eligibility.

Option 3: If Sponsor **is not** listed on the “Private Grant Sponsor” list (www.ogrd.wsu.edu/private_grant.asp), and Sponsor does not require Grantee to be a non-profit organization as determined by IRS 501(c)(3) rules then WSU shall be Grantee. Any proposals submitted must be routed through OGRD for processing to the Sponsor. (**See below for reporting requirements**).

Proposals submitted under Options 1 and 2 must include the following disclosure statement in either the transmittal letter or scope of work – “The Washington State University Foundation utilizes the services of Washington State University to manage the programmatic, fiscal, administrative, and compliance activities of this project”.

Upon award, if WSUF is determined as the Grantee, OGRD will work with WSUF to complete a sub-agreement to WSU (Subgrantee) to complete project activities.

Post-award reporting responsibilities:

Completion of financial reports, required by the agreement, are the responsibility of the Sponsored Program Services (SPS) office. If Principal Investigator(s) and/or departmental involvement is necessary to complete such financial reports, the PI(s) and/or department should work with SPS to ensure tasks are managed properly.

Completion of programmatic/technical progress and final reports are the responsibility of the Principal Investigator(s). SPS encourages delivery of programmatic/technical reports and financial reports concurrently, if the agreement so obligates. However, SPS, will submit financial reports separately if programmatic/technical reports are not complete.

Please note: OGRD and SPS understand the need for proper stewardship of business and corporate relationships, therefore, are committed to facilitate this relationship through clear communication with the department and/or PI(s).

