



## Applications for External Funding Submitted Through the UO Foundation

**QUESTION:** Will Sponsored Projects Services or the UO Foundation submit the application and administer the award? **ANSWER:** It depends.

### There are two different considerations:

- **Submission of the Application:**  
Submission of the application depends on the Eligibility Criteria outlined by the sponsor. The Sponsor's Eligibility Criteria may require the application to be a 501(c)(3) entity. The UO Foundation holds 501(c)(3) status, but the University of Oregon does not.
- **Administration of the Award:**  
Administration of an award depends on whether the award is determined to be a Gift or a Grant.

### Proposal Submission:

#### Who Submits the Application?

- When 501(c)(3) status is required, then the proposal **must** be submitted through the UO Foundation.
- When submitting an application which requires 501(c)(3) status, the PI and/or DGA should contact **both** their SPS Pre-award Sponsored Projects Administrator (SPA) **and** the **University of Oregon Development Office** (<https://advancement.uoregon.edu/content/university-development>). The University Development Office acts as a liaison between the University of Oregon and the UO Foundation.

#### Is an EPCS Record Required?

- Prior to submission of an application by a PI, if the applicant and recipient of the award must be a 501(c)(3) entity, then regardless of the award type (Gift or Grant) the best practice is to establish an EPCS record prior to submission of an application. This is beneficial to the PI and department because it will allow an award to be identified and processed more quickly once an award is received. In addition, any award that will be administered by SPS must have a corresponding EPCS record completed, including all necessary internal approval processes such as budget review, F&A determination, cost-share approvals, etc. All EPCS records should be finalized a minimum of three business days prior to the due date.
- Currently posted guidance on the SPS website states "Faculty and staff are not authorized to submit proposals for the University without SPS review and approval." For more detail on this policy see <http://orsa.uoregon.edu/index.cfm?topLevCat=proposals>.

#### Upon Award:

- When an award is received by the UO Foundation, they will review the terms and conditions to determine if it's a gift or a grant. If it's not clear, they may work with SPS to help make this determination.



- If it's determined that the award is a **Grant**, then the UO Foundation will request a Memorandum of Understanding from Research Contracts to turn the award over to SPS to administer and set up with a unique grant index. **Grants** should be managed by SPS because SPS has the necessary infrastructure to fulfill the terms and conditions, such as financial reporting, effort reporting, return of unspent funds, etc. that are usually required of grants.
- If it's determined that the award is a **Gift**, it is administered by the UO Foundation. In this case, SPS is not involved in the administration of the award. Instead, the funds will be added to the appropriate department gift index. If an EPCS record was created at the proposal stage, then SPS will either remove the EPCS record or label the record "rejected" so that it does not remain a "Live" record in the EPCS system.

#### **Difference between a Gift and a Grant:**

- Generally, a **Gift** is funding provided by an individual or organization that qualifies for tax treatment as a charitable contribution under IRS codes. A gift is usually given with very few strings attached, or no strings attached at all.
- Generally, a **Grant** is funding provided by an organization with specific deliverables and/or terms& conditions that must be met.
- More information to help make the determination can be found:
  - On the "Gift or Grant?" page of the SPS website:  
[http://orsa.uoregon.edu/index.cfm?toplevelcat=proposals&page=ppp\\_giftgrant\\_ind](http://orsa.uoregon.edu/index.cfm?toplevelcat=proposals&page=ppp_giftgrant_ind)
  - On the "Gifts of Cash or Property" page of the BAO website:  
<http://ba.uoregon.edu/staff/gifts-of-cash-or-property>
- Please keep in mind that the distinction may not be black and white. The UO Foundation and SPS may sometimes need to discuss the terms and conditions of individual awards to make the determination.
- To further complicate matters, sponsors may call an award a gift that is actually a grant and may call an award a grant that is actually a gift. The focus should be on the terms and conditions rather than the sponsor's name for the award type when making this determination.

#### **SPS Pre-Award Contacts:**

- Glen Bennett, Associate Director, Pre-Award, [gbennett@uoregon.edu](mailto:gbennett@uoregon.edu), 346-5039
- Josh Kerber, Pre-Award SPA, [jkerber@uoregon.edu](mailto:jkerber@uoregon.edu), 346-5846
- Jonathon Campbell, Pre-Award SPA, [jwcamp@uoregon.edu](mailto:jwcamp@uoregon.edu), 346-4689
- Stephanie Gray, Pre-Award SPA, [sgray10@uoregon.edu](mailto:sgray10@uoregon.edu), 346-2220
- Mara Fields, Pre-Award SPA, Pre-Award, [mfields@uoregon.edu](mailto:mfields@uoregon.edu), 346-8021
- Sponsored Projects Services, [sponsoredprojects@uoregon.edu](mailto:sponsoredprojects@uoregon.edu), 346-5131

#### **University Development Office Contacts:**

- David Frazee Johnson, Director of University Development/Foundation Relations, [davidfj@uoregon.edu](mailto:davidfj@uoregon.edu)
- Paul Elstone, Associate VP Development, [pelstone@uoregon.edu](mailto:pelstone@uoregon.edu), 346-2166