Policy *803* Version 1 *09/15/14*

**Policy Change Cover Sheet**

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| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** ***ndsu.policy.manual@ndsu.edu*** ***first so that a clean policy can be presented to the committees.*** |
| **SECTION**:  | Policy Number and Name **803 Restricted Gifts vs. Grant Policy** |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
 |
| * Is this a federal or state mandate? [ ]  Yes [x]  No
* Describe change: This change is necessary to define the financial management process for the new undergraduate, academic course project procedures.
 |
| 1. **This policy change was originated by (individual, office or committee/organization):**
 |
| * Office/Department/Name and the date submitted: Grant & Contract Accounting/Ann Young & Gary Wawers and Sponsored Programs Administration Joycelyn Lucke Love
* Email address of the person who should be contacted with revisions joycelyn.lucke@ndsu.edu, gary.wawers@ndsu.edu and ann.young@ndsu.edu
 |
| ***This portion will be completed by Kelly Hoyt.***Note: Items routed as information by SCC will have date that policy was routed listed below. |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):**
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| **Senate Coordinating Committee:** |  |
| **Faculty Senate:** |  |
| **Staff Senate:** |  |
| **Student Government:** |  |
| **President’s Council:** |  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**North Dakota State University
Policy Manual
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**SECTION 803
Restricted gifts vs. grant policy**

SOURCE: NDSU President

1. Financial support from any external agency will be classified as a grant or contract if any of the following criteria are met (except as specifically noted below in 803.4):

1.1 any written document has been executed regarding the specific use of the funds beyond a broad programmatic designation, or

1.2 any technical reports are requires by the sponsoring agency, or

1.3 a financial report is required by the supporting agency, or

1.4 the work being done has the possibility of producing intellectual property, i.e., patents and copyrights

1. Financial support not meeting any of these criteria may be classified as a gift. Gifts will be classified as either restricted or unrestricted.

2.1 For gifts to the Agriculture Division, the Agriculture Budget Office will first review the documentation. If the documentation shows it to be a gift restricted to a program, or more specific restriction, the gift will be classified as restricted and forwarded to the Grant and Contract Accounting Office for deposit in a restricted gift fund. If the gift terms do not meet the restricted gift test, the gift will be considered unrestricted and deposited to an institutional collection fund.

2.2 For non-agriculture related gifts, the Grant and Contract Accounting Office will review and analyze the documentation. If the documentation indicates the gift is restricted to a program, or more specific restriction, it will be classified as restricted and deposited in a restricted gift fund. If the gift terms do not meet the restricted gift test, the gift will be considered unrestricted and deposited in an unrestricted local fund.

1. When gift funds held at the NDSU Development Foundation are scheduled for expenditure in support of the donor's criteria, the necessary funds will be transferred to the University account established for such purpose. The Foundation cannot originate payment for normal University functions since these expenditures belong on University accounts.
2. 4. Financial support received in support of undergraduate, for credit, academic course projects (ie: Capstone, Senior Design) shall be considered a restricted gift and will be managed in accordance with the Gift Policies and Guidelines established by the Accounting Office.

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HISTORY:

New July 1990
Amended April 1992
Amended August 2007
Amended October 2009