

GRANT OR GIFT GUIDELINES

HOW DO I DECIDE WHETHER TO CONTACT THE ISU OFFICE OF SPONSORED PROGRAMS OR THE ISU FOUNDATION? When an ISU faculty or staff member decides to seek external funding, they may not know which office to approach for assistance. The following may be helpful.

CONTACT THE OFFICE OF SPONSORED PROGRAMS:
(282-2592 or sponprog@isu.edu)

When external funding is sought from any Government source.

When a *grant* is sought from private sources (individuals, corporations or foundations).

When funding is sought for specific projects (research, training or instruction, or public service).

When the project involves human subjects, animals, recombinant DNA, radioactive materials, or other research compliance issues.

When the funding agency supporting the project requires a final report, a product, and/or periodic progress reports.

When funds to purchase equipment are sought for any purpose. Particularly appropriate when the equipment is tied to any project being handled by the Office of Sponsored Programs.

When there is a commitment of university facilities, personnel or other resources.

When there may be a requirement to pay back any unused funds.

When the sponsor funds a specific research, training or public service project. There is generally an agreement with terms and conditions. Salaries are paid, so time and effort reports are required. Compliance issues are involved.

CONTACT THE ISU FOUNDATION/ DEVELOPMENT OFFICE:
(282-3470 or isufound@isu.edu)

Not involved with any type of Government funding.

When a *gift* is sought from private sources (individuals, corporations or foundations).

When funding is sought for general purposes (examples: scholarships, capital campaign, seed money).

No compliance issues.

When the donor requires no product, progress reports, or final report.

When a donation of equipment is sought (physical piece of equipment, not cash to purchase). Gift of equipment with no strings attached.

No particular university commitment is required.

No requirement to pay back unused funds.

When the donor is private and the request *does not* involve a specific research, training, instruction or public service project. No agreement or terms and conditions. No salaries paid, so no time and effort reports. No compliance issues.

Both offices expect faculty and staff to write their own proposals, but will assist in reviewing drafts, budgets, required forms, and offer suggestions for improvements. Both offices will help identify potential sponsors. Each office asks the appropriate ISU administrators (Department Chairs, Center Directors, Deans) sign off on requests before they are forwarded to the appropriate office to be submitted for consideration by external sponsors. Most sponsoring agencies **require** that the institution, through the Office of Sponsored Programs and not the individual, submit the request for funds.