

UGA Grants, Procedure and Decision Tree

Purpose:

Corporate and foundation gifts, grants, and sponsored programs require coordination across several administrative units of the University of Georgia. The purpose of this document is to identify those parties and describe their roles in grant proposal, acceptance, receipt, administration, and stewardship.

Participants:

- Office for Sponsored Programs (OSP) - OSP operates under the direction of the Associate VP for Research, managing all non-financial accounting matters related to externally sponsored grants and contracts awarded to UGA or UGARF.
- UGA Research Foundation (UGARF) - UGARF is a 501(c)(3) organization serving UGA as the legal recipient of contracts and grants for research and education. UGARF subcontracts all research awards to UGA so that projects can be carried out.
- Contracts & Grants (C&G) – C&G is the post-award accounting unit under the VP for Finance and Administration responsible for ensuring that the business interests of UGA are protected throughout the operations associated with restricted agreements. C&G is responsible for ensuring that UGA complies with all financial provisions of contracts, grants, or agreements entered into with outside companies or agencies. C&G is responsible for maintaining auditable records in support of direct and indirect charges to contracts, grants, or agreements, and for preparing and filing fiscal reports required by grantor agencies or companies.
- University of Georgia Foundation (UGAF) – UGAF is the official fundraising cooperative entity for UGA, operating under its 501(c)(3) status to receive charitable contributions from private sources to benefit UGA. UGAF acts as the recipient for grants structured as simple outright contributions.
- UGA Financial Services - Financial Services is responsible for UGAF operations as well as for recording and reporting all charitable support of UGA and related entities, including UGARF and UGA. Financial Services works closely with the Office of Development to further their relationship management and stewardship efforts.
- Office of Development, Corporate & Foundation Relations (CFR) – CFR is responsible for maximizing support for the UGA's mission by fostering mutually beneficial relationships with corporate partners and furthering the funding goals of private foundations.

General Procedure:

Before grant application, in order to determine the appropriate process for handling a particular grant, faculty members considering applying for a corporate or foundation grant are instructed by OSP's website to contact either OSP or CFR. Development Officers are instructed to contact CFR to do same. OSP and CFR work together to determine the specific approach and manage any clearance or prospect management concerns. The approach will vary depending on the grant and grantor's stated or anticipated requirements, and will also take into account Development's relationship management concerns. The Grant and Sponsored Programs Decision Tree assists in this determination. Any

exceptions to the decision tree should be brought to the attention of all involved parties for approval. This document does not supersede each office’s policies and procedures, which should be followed at all times.

Decision Tree:

This decision tree should be consulted prior to application for any grant to determine the best approach for that grant. Description of each decision tree outcome:

1. This grant should be assisted by OSP because it involves regulatory or compliance issues and/or involves IP, confidentiality agreements, licensing rights or non-compete clauses. Additionally, the grant should be applied for on behalf of and received by UGARF as a pass-through to UGA, as it supports research. It will be transferred to UGA to be administered by C&G.
2. This grant should be assisted by OSP for the reasons mentioned in scenario one. However, the grant should be applied for on behalf of and received by UGA, because it does not support research. It will be administered by C&G.
3. This grant should be applied for on behalf of and received by UGA because it doesn’t require OSP oversight but it does require deliverables beyond progress reports and/or require accounting of expenses, facility use, personnel commitments or cost matching. Further, it does require receipt by a 501(c)(3) organization. It will be administered by C&G.
4. This grant should be applied for on behalf of and received by UGAF as a pass-through to UGA because the grantor will only award to a 501(c)(3) organization, even though it requires administration by C&G. UGAF will establish a pass-through account that will assist in transfer to UGA, and deliver the grant agreement and other supporting documentation to C&G, along with a completed UGAF C&G Checklist. C&G will record the grantor as the funding source, not UGAF.
5. This grant should be applied for on behalf of and received by UGAF as an outright gift, as there are “no strings attached” that would otherwise cause it to be routed to another entity. It will be administered by UGAF for the same reason. A separate account may or may not need to be established.

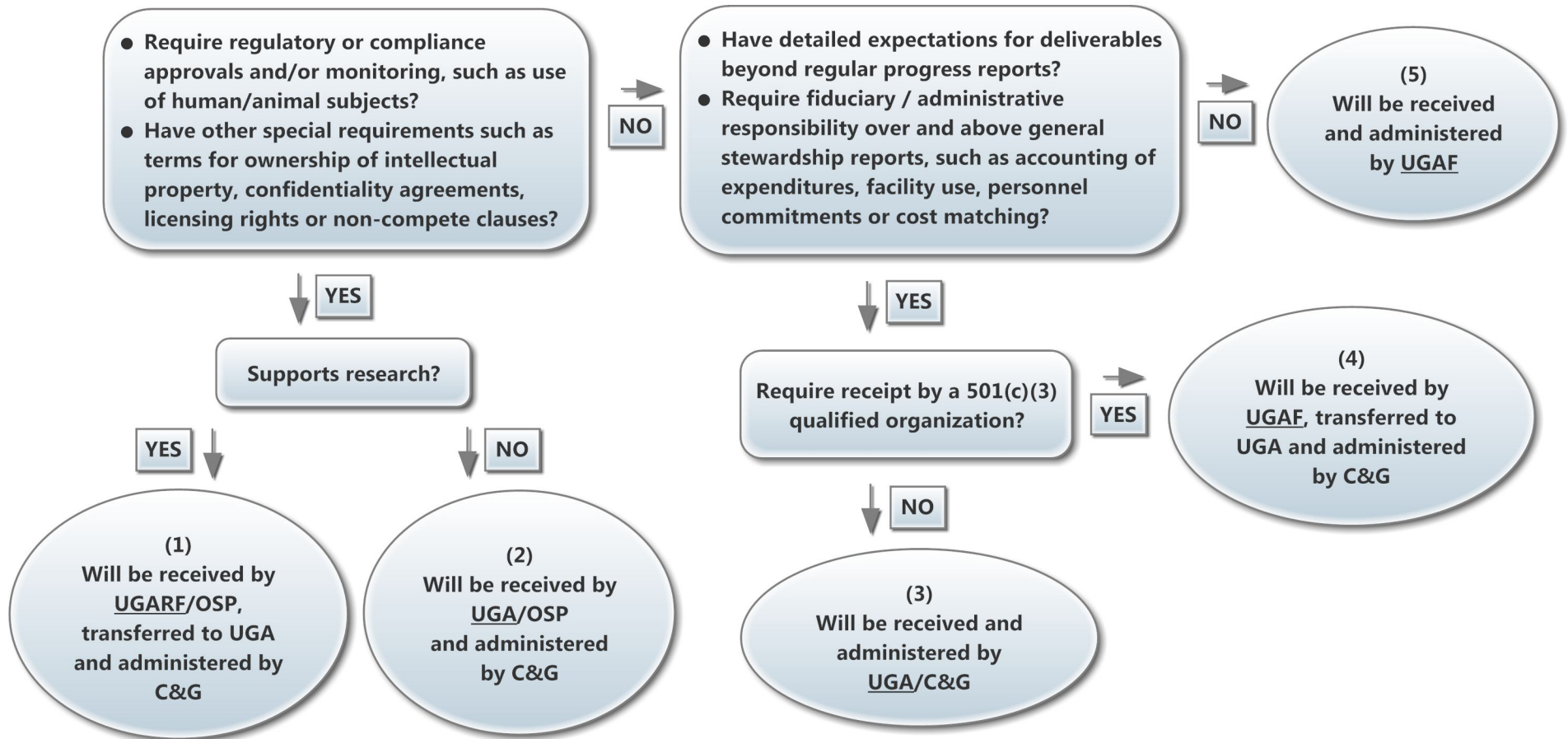
Points of Contact:

<p>Regina A. Smith Associate Vice President for Research (706) 583-0443 reginas@uga.edu</p>	<p>Tammy Ebert Associate Director for Contracts & Grants (706) 227-5390 tebert@uga.edu</p>
<p>Chris Moder Associate Director, Corporate & Foundation Relations (404) 814-8826 moder@uga.edu</p>	<p>Brandon Scott Director, UGA Foundation Financial Services (706) 542-5787 brscott@uga.edu</p>

Grant and Sponsored Program Decision Tree

For Proposal, Acceptance and Administration

Does the Grantor / Project to be funded.....



* The Entity receiving the grant is underlined in each scenario. The proposal should be made on their behalf and all appropriate policies should be followed.