

Policy to Identify and Administer Gifts and Sponsored Projects

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AUBURN
UNIVERSITY

Policy to Identify and Administer Gifts and Sponsored Projects

Effective:	2/15/2024 (revised) 11/28/2018 (revised) 9/8/2015 (revised) 10/7/2009 (original)
Responsible Executive:	Senior Vice President for Business and Administration & CFO
Applicability:	External funding received by Auburn University and its affiliated foundations in the form of gifts or as sponsored projects.
Review By:	02/15/2026

I. Policy Statement

Auburn University and its affiliated foundations receive income from a wide variety of sources and for many different purposes. This policy is designed to address external funding received in the form of gifts or as sponsored projects.

II. Policy Principles

The intent is to ensure proper handling of the funds and the documentation for purposes of regulatory compliance, stewardship, cost recovery, project categorization, institutional reporting, and responsibility to the provider.

III. Procedures

See [Procedures Document](#).

IV. Definitions

Gift (including non-exchange grants) is defined as any item of value given for the University's benefit by a donor who expects nothing significant of value in return other than recognition and disposition of the gift in

accordance with the donor's wishes. In general, a gift has no contractual requirements and no expectation of deliverables or rights in property or data. While there may be restrictions or minimal conditions associated with a gift, generally, there should be no specific period for incurring costs, and there should be no requirement to return unexpended funds. Often donors request periodic reports of activity related to the gift and summary reports of expenditures, but no detailed financial accounting or audit is required to the donor. Gifts received into Auburn University directly or to Auburn University through its affiliated foundations must remain with the University until expended. Under no circumstances are gifts transportable by an individual, program or other unit to another university, agency, or entity.

Sponsored Projects are externally funded activities in which a written agreement, including but not limited to a memorandum of understanding; grant; contract; cooperative agreement; or sub-agreement, is entered into by Auburn University and the provider of the funding (sponsor). A sponsored project might typically be an exchange transaction in which there is a specified statement of work with a related, reciprocal transfer of something of value, however, certain non-exchange grants may contain conditions that would call for monitoring as a sponsored project.

V. Sanctions

Violation of this policy will be addressed through appropriate disciplinary action.

VI. Exclusions

None

VII. Interpretation

Representatives of the Office of the Senior Vice President for Business and Administration & CFO, Senior Vice President for Research and Economic Development and Senior Vice President of Advancement.