

**Rensselaer Polytechnic Institute  
Gift/Grant Checklist**

Funding Source:		YES	NO	
1	Funding is provided by an individual	<input type="checkbox"/>	<input type="checkbox"/>	If <b>YES</b> , this is a GIFT
2	Funding is provided by US Government, at the federal, state or local level	<input type="checkbox"/>	<input type="checkbox"/>	If <b>YES</b> , this is a GRANT
3	Funding is not provided by an individual or US Government, consider questions	<input type="checkbox"/>		Answer questions below
Funding Requirements:		YES	NO	
4	Is the funding to accomplish a specific Statement of Work?	<input type="checkbox"/>	<input type="checkbox"/>	If the answer is <b>YES</b> to any of these questions the funding is a GRANT
5	Is there a detailed line item budget for the work to be performed?	<input type="checkbox"/>	<input type="checkbox"/>	
6	Does the funding agreement require detailed financial reporting beyond a summary of expenditures?	<input type="checkbox"/>	<input type="checkbox"/>	
7	Does the funding agreement require the return of any unexpended funds at the end of a designated period?	<input type="checkbox"/>	<input type="checkbox"/>	
8	Does the funding agreement include terms and conditions for the disposition of tangible property?	<input type="checkbox"/>	<input type="checkbox"/>	
9	Does the funding agreement include terms and conditions for the disposition of intangible property?	<input type="checkbox"/>	<input type="checkbox"/>	

**If the Funding Source is option 3 and the answers to 7-9 are no, please have the funding agreement reviewed by the Finance Office for determination of whether the funding is a gift or a grant.**