**CHECKLIST FOR GIFT ACCEPTANCE**
**TO THE UNIVERSITY OF COLORADO FOUNDATION**

**Policy:** The University of Colorado Foundation has primary responsibility for fund-raising and other activities that result in gifts to the University, whereas the University of Colorado has the institutional responsibility for securing and administering grants, contracts, and other agreements with external funding sources that legally obligate the University. External funding agencies include organizations at all levels of government whether local, state, national, or international, as well as private corporations and foundations.

**Purpose of Checklist:** This checklist is to be completed when monies for the use of the University are given as gifts rather than grants, contracts, or other agreements that legally obligate the University. **Please answer each item on the checklist.** For any item answered "Yes," add comments below as necessary. Attach any available supporting documentation (e.g., communication from donor showing intent of donation) concerning these monies:

<table>
<thead>
<tr>
<th>CU Contact Name:</th>
<th>Donor:</th>
<th>Check #:</th>
<th>Amount:</th>
<th>To CUF Fund #:</th>
<th>Name:</th>
</tr>
</thead>
</table>

1. Is this money the result of a grant or contract award from a governmental entity?  
   ___ Yes  ___ No

2. Does the donor direct CU to satisfy specific, programmatic objectives that are to be accomplished within a specific time and budget framework?  
   ___ Yes  ___ No

3. Is the donor entitled to receive some deliverable, such as a detailed technical report of research results or a report of expenditures?  
   ___ Yes  ___ No

4. Does the donation contain a provision for an audit by or on behalf of the donor?  
   ___ Yes  ___ No

5. Does the intended use of these monies on CU projects involve compliance issues including, but not limited to: human subjects, animal use, biohazards, and biosafety?  
   ___ Yes  ___ No

6. Has the donor requested publication restrictions, patent, or licensing rights?  
   ___ Yes  ___ No

7. Is there any expectation of economic benefit on the part of the donor?  
   ___ Yes  ___ No

8. Does the donor require that any unexpended monies be returned to the donor?  
   ___ Yes  ___ No

**Comments:**
For any above question(s) with "Yes" as a response, indicate why this money should be considered as a gift (attach additional information as necessary):

CU Contact Signature: ___________________________ Date: ____________

**To Be Completed by CU Foundation Representative:**

CUF Representative: Supports criteria for gift: ___________________________ Date: ____________

*Send as attachment to Gift Transmittal for ALL checks $1,000 or greater.*