

Brigham Young University - College of Life Sciences

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## Donor-Sponsored Research Supplemental Procedure

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**Contact:**

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- Occasionally, faculty scholarly activities attract the interest of companies or individuals who are inclined to provide financial support for research. In an effort to ensure that the gift is being reviewed by the faculty member's department chair, these non-scholarship donations are to be deposited by the LDSP representative in the sponsoring department's gift fund 23. Scholarship donations are to be deposited by the LDSP representative in the sponsoring department's scholarship account.
- If the department chair decides to transfer the funding to a faculty's fund 23 or fund 20, then he/she will approve this action on the LFSCI\_Donor-sponsored research and creative activity questionnaire form. The department chair will then give the completed form to the department financial assistant for use as backup for the journal entry.
- The Financial Assistant prepares the journal entry using the 9260/9250 combination to transfer the funding. When submitting the journal entry to the college controller, attach a copy of the LFSCI\_Donor-sponsored research and creative activity questionnaire form as documentation for the transfer.