

BYU-College of Life Sciences Donor-Sponsored Research and Creative Activity Questionnaire

Occasionally, faculty scholarly activities attract the interest of companies or individuals who are inclined to provide financial support for research. The below questions are designed to help faculty and administrators identify whether the funds are to be coordinated with LDS Philanthropies or with the Office of Research and Creative Activities (ORCA).

1. Is the sponsor or donor a contracted federal/state/local government agency?
 - YES....Contact ORCA and complete needed application.
 - NO.... Proceed to question #2.

2. Is the donation coming from a company where the professor serves as a line officer (in title or in fact) and has responsibility for making financial decisions in behalf of the company)?
 - NO.... Proceed to question #3.
 - YES....
 - Has the professor reviewed the university conflict of interest and conflict of time commitment policy and adopted a workable written plan approved by the Department Chair and Dean?
 - YES....Proceed to next question.
 - NO....Work with supervisor to fill out the needed disclosure documents.

 - Is the professor utilizing university resources (lab, supplies, students, computer, equipment, etc.) to operate this company or to collect data that has potential of benefiting this company?
 - YES....Ensure that this usage is documented in the conflict of interest disclosure and is included in the workable written plan approved by the Department Chair and Dean.
 - NO....Proceed to question #3.

3. Does the gift carry an expectation or promise of deliverables, written or verbal, implied or explicit or other expected benefit from the university? Deliverables can also refer to requiring donor input during performance/research, required publication of results or detailed financial reports.
 - YES....Contact ORCA and complete needed application.
 - NO.... Contact LDS Philanthropies representative and department financial assistant to make arrangements for depositing donation into the following college or department gift account:
 Account (operating unit) name: PWS Department Gift Fund
 Account (operating unit) number (8 digits): 23221020

Donor Information:

Name: _____
 Company: _____
 Address: _____
 City/State/Zip: _____
 Telephone Number(s): _____
 Donation Amount: _____

The donor gift funds become the property of the university and not the faculty member. Receipt of donor funds must be coordinated with LDS Philanthropies, and will be deposited in a gift account under the control and management of the college or department and used exclusively for university purposes. If the department chair approves the donation to be used for a professor’s research, then after it is deposited into the department gift account, it is possible to transfer into account (operating unit) number (8 digits):_____.

By signing below we acknowledge we have read and understand the above information and are in compliance with university procedures related to accepting research related gifts from donors.

Signature of Professor		Date:
Signature of Dept. Chair		Date:

If it is determined that the gift needs to be receipted and deposited through LDS Philanthropies, then forward this signed form with the donor check or wiring information to one of our College LDS Philanthropies representatives for processing. Retain a copy for your department records.