

Auburn University
Income Classification Checklist (Gifts and Sponsored Projects)

Please complete this form by answering each question. If you have questions related to the form, see the FAQs and official policy at <https://sites.auburn.edu/admin/universypolicies/Policies/GiftsandSponsoredProjectsPolicy.pdf>

Amount: _____ Donor/Sponsor: _____

1. Is the funding provided directly or indirectly by a governmental agency (foreign, federal, state or local)? **YES** **NO**
If yes, please process the funding through the Office of Sponsored Programs (OSP).

2. Was a formal proposal required to obtain these funds? **YES** **NO**
If yes, please describe: _____

3. Is a deliverable required? **YES** **NO**
If yes, please describe: _____

4. Are there any obligations of Auburn University expressed or implied (e.g. utilization of donor IP or donor rights to donor IP)? **YES** **NO**
If yes, please describe: _____

5. Is AU required to return unexpended funds? **YES** **NO**

6. Is there a specific period of performance? **YES** **NO**

7. Will use of these funds involve animal subjects, human subjects, recombinant DNA or biological hazards, radioactive or other hazardous materials? **YES** **NO**
If yes, please ensure that proper compliance committee protocols are in place before work is begun or funds are expended.

8. Are there publication restrictions, attributions, and/or permissions required? **YES** **NO**
If yes, please describe: _____

9. Was a budget required for anticipated expenditures? **YES** **NO**
If yes, please describe: _____

If you answered "NO" to every question, proceed to complete AU Office of Development Gift/Pledge Records Form (available through a Development representative) and submit to AU Development Accounting.

If you answered "YES" to any of the questions other than question #7, please contact your Sponsored Programs Contract Administrator to determine how your deposit should be routed.

We/I certify the above is a true representation of the expectations surrounding the giving and receipt of the above referenced funds and that the designation of monies as a gift is accurate to the best of my knowledge. We/I certify that this request is in compliance with Auburn University/Auburn University Foundation Policy to Identify and Administer Gifts and Sponsored Projects.

Date: _____

(Signature)

Faculty Member/Responsible Party _____ EMAIL _____ PHONE _____

Prepared by: _____ Date: _____

Reviewed by: _____ Date: _____
Department Head/Center Director

Approved by: _____ Date: _____
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****Attach all pertinent correspondence related to the above referenced funds including any Agreements.**