**DETERMINATION OF GRANT FUNDS VS. GIFTS**

Effective:

Revised:

Last Reviewed:

Responsible Office:

Approval:

**PURPOSE**

To ensure proper financial recording and reporting of grants (restricted funds) versus gifts (unrestricted).

**POLICY**

All grant contracts carry an explicit quid pro quo relationship between the source of the funds and the University and must be forwarded to the Office of the Controller for accurate reporting.

Grants carry with them obligations that must be fulfilled by the University (i.e., special reporting, budgeting requirements and a working timetable) while Gifts are direct, unconditional donations.

If there is a question whether funds received are considered a grant or a gift, contact one of the following offices for clarification:

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| --- | --- | --- |
| **Division of Finance & Administration**  Mr. Charles Gradowski  *Vice President of Finance and Administration*  [cgradowski@linclon.edu](mailto:cgradowski@linclon.edu) | **Division of Institution Advancement**  Dr. Mellissia M. Zanjani  *Vice President of Institutional Advancement*  [mzanjani@lincoln.edu](mailto:mzanjani@lincoln.edu) | **Office of Sponsored Programs**  Dr. Charles M. Sutton  *Director, Office of Sponsored Programs*  [csutton@lincoln.edu](mailto:csutton@lincoln.edu) |

Please refer to policy: **ADMINISTRATION OF SPONSORED PROJECTS**, for detailed information on sponsored project administration.