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# RESEARCH FUNDED THROUGH GIFTS

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This memo describes the procedures for faculty navigating a gift to the GGSE from a donor for the purpose of supporting a faculty member's research project.

**Step One:** Set up a meeting with Director of Development (John Hammond), who is responsible for working with constituents to raise philanthropic dollars to support the GGSE.<sup>1</sup>

**Step Two:** Obtain budget assistance from the Manager of Finance and Administration (Kelly Hayton). The budget is for internal use only and can be used to help develop an accurate dollar amount for a specific project to get done.<sup>2</sup>

**Step Three:** Once the project is successfully negotiated and the funds are received by UCSB, the Manager of Finance and Administration will prompt the PI to provide:

1. Your Project Title
2. Names of the Principal Investigator and Co-Principal Investigator(s)
3. Dates of anticipated project execution (start date and end date)<sup>3</sup>

The gift information will be entered onto the biobib with the receipt date (not earlier).

**Step Four:** Before funds can be processed and released for project purposes, project personnel must complete a 700U Conflict of Interest disclosure. <https://ucsb.coi-smart.com>. Once the 700U has been cleared, the gift will get processed through central campus.

**Step Five:** The faculty member will work with the Director of Development to provide a thank you letter and maintain appropriate stewardship of the funds.

**Notes:** This protocol does not include gifts made to specific Centers or pre-existing projects. For example, a check written to the Autism Center or Reading Clinic goes into funds designated for those services and the money does not go on an individual faculty member's biobib. Raising such funds is within the roles and responsibilities of the directors of such Centers or projects. Individual faculty may—at their own discretion—enter raising money for a Center on the “other professional activities” section of their biobib.

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<sup>1</sup> Development will navigate the donor relationship with the whole University context in mind. It is important for faculty members, in the context of their employment at the University, to understand the broader implications of a donor relationship and receive feedback and guidance from the development office. Often this allows faculty to build relationships that lead to larger gifts.

<sup>2</sup> Gifts, by definition, have no strings attached, which is why there is a small overhead charge. Gifts cannot have reporting or spending contingencies (but must follow UC Policy in all ways including hiring, spending, travel, alcohol, etc.). If donors would like contingencies, they need to develop a contract with the University through the Office of Research.

<sup>3</sup> By University policy, current use gifts must be spent within five years of receipt. Per gift policies, the start and end dates are descriptions of intention, not mandates.