



University of Pittsburgh Gifts that Sponsor Projects Policy Committee Charter

I. Preamble

This body is called the Gifts that Sponsor Projects Policy Committee (Committee). It is authorized by the Chancellor and will serve at the Chancellor's discretion. The Chancellor has authorized the Senior Vice Chancellor for Philanthropic and Alumni Engagement (SVC-PAE) and the Senior Vice Chancellor for Research (SVC-R) to direct the operations of this Committee, consistent with the terms of this Charter. This Charter outlines the purpose, relevant background, scope, responsibilities, composition, and operations of the Committee, as well as the review process for any proposals generated by this Committee.

This document should be read in conjunction with Policy AO 01 (formerly 01-01-01), Establishing University Policies, and all other applicable University policies, protocols, and procedures.

II. Purpose

The Committee is created for the purpose of proposing a new University Policy, and supporting documents, which will govern the University's approach to negotiating, accepting, classifying, and administering gifts received to sponsor projects.

III. Background

Gifts made to the University with charitable intent by individuals, corporations, and foundations often target specific projects intended to further the philanthropic interests of the donor and may be governed by agreements that have many aspects similar to a research contract, including line item budgets, intellectual property assignments, space and other resource commitments, reporting requirements, program milestones, and claw back agreements. Budgets are often proposed by members of the University as if they are budgeted for federal grants or contracts that will carry additional external support for indirect costs (e.g., facilities and administrative costs), although donors may not be willing to pay indirect costs. Currently, there is not a University Policy or associated procedure that governs the appropriate administration of these types of gifts. This new policy should provide guidance and clarity to faculty seeking non-Federal support and should clearly articulate the steps required to navigate the process.

To this end, this Committee is charged with developing a new Policy, and supporting documents, which will govern the University's administration of gifts received to sponsor projects.

IV. Scope and Authority

The Committee will recommend a Policy on Gifts that Sponsor Projects. In doing so, the Committee must consider the following characteristics into the Policy:

- **Transparency.** Ensure that financial concepts developed can be easily accessible and understandable to individual, foundation, and corporate donors. This includes the development of budgets that appropriately cover full costs of projects through direct costs or a combination of direct and indirect costs.
- **Authority.** Determine how and by whom decisions to waive indirect costs for a project may be made. Determine how the University will administer individual gifts or sponsored projects. Determine how and by whom decisions about the fit of a project within the University's Intellectual Property policies will be made. Determine how and by whom decisions about the impact of a project on other University resources including, but not limited to, space and financial resources, will be made.
- **Accountability.** Establish procedures that ensure compliance review and administrative oversight of sponsored projects during the early stages of concept development.
- **University Alignment.** Establish procedures that ensure project proposals align with the priorities of the University.
- **Financial reporting.** Determine how gifts that sponsor projects should be classified within the traditional distribution across entities 04 and 05 (i.e., Financial Guidelines Accounting for Sponsored Projects vs. Gifts).
- **Proposal and budget development.** Incorporate parameters relevant to faculty regarding the development of proposals and supporting budgets, paying particular attention to the differences between federal and non-federal sponsors in indirect expense categories.
- **Management.** Determine how relationships with external funders can be managed appropriately, including having clear points of administrative contact at the University.
- **Reflects industry best practices.** Address requirements needed to be consistent with peer school policies and ensure that any differences are justifiable.

V. Responsibilities

As provided above, the Committee is created to propose a new University Policy, and supporting documents, on Gifts that Sponsor Projects. To perform this function, the Committee has the responsibility to:

- Review any relevant University policies, guidelines, protocols, and procedures (e.g., Financial Guidelines).
- Research and discuss best practices for similar policies implemented by peer universities.
- Discuss proposals with interested stakeholders in the University community, in a manner consistent with this Charter and as authorized by the Committee.

- Recommend a draft Policy for review pursuant to the process described in Section VIII below and consider feedback received during that review.
- Develop any supporting documents needed for the effective and efficient implementation of the proposed Policy.

It is expected that the Committee will work in confidence to have a full and frank discussion of all options. Individual members should maintain the deliberations of the Committee confidential and are expected to not discuss the content of the Committee's deliberations outside of the Committee, unless authorized to do so by the Committee. The broader community will have an opportunity to consider the Committee's proposals pursuant to the process described in Section VIII below.

VI. Composition

This Committee, at the discretion of the SVC-PAE and SVC-R, will be co-chaired by **Tom Crawford**, Vice Chancellor for Corporate and Foundation Relations and **N. John Cooper**, Deputy Vice Chancellor for Research. The Committee will include the following members:

1. **Tom Berkhoudt**, Research Administration Office for the Schools of the Health Sciences
2. **Evan Facher**, Vice Chancellor for Innovation and Entrepreneurship and Director of the Innovation Institute
3. **Brenda Hussey**, Director of Financial Reporting
4. **Penelope Morel**, Professor of Immunology, Department of Medicine; Co-chair, University Senate Research Committee
5. **Kimberly Moses**, Senior Associate Legal Counsel
6. **Jennifer Murtazashvili**, Associate Professor and Director of the Center for Governance and Markets, GSPIA
7. **Paul Supowitz**, Vice Chancellor for Community and Governmental Relations
8. **Ilene Tobias**, Director of Gift Agreements, Policy, and Compliance for the Health Sciences
9. **David Vorp**, Associate Dean for Research at the University of Pittsburgh Swanson School of Engineering and the John A. Swanson Professor of Bioengineering
10. **Lu-in Wang**, Vice Provost for Faculty Affairs and Professor of Law
11. **Lauren Ward**, Executive Director, Corporate and Foundation Relations, Health Sciences
12. **Jennifer Woodward**, Vice Chancellor for Sponsored Programs and Research Operations

In addition, **Tyler Tenney**, Policy Specialist, will help facilitate and support the Committee on behalf of the Office of Policy Development and Management.

VII. Operations

The Committee will meet biweekly or more frequently as circumstances dictate, until the work set forth above is complete.

The Committee's proposed Policy on Gifts that Sponsor Projects will be submitted to the SVC-PAE and SVC-R no later than fall term 2020. The SVC-PAE and/or the SVC-R may ask for interim status reports.

After the SVC-PAE's and SVC-R's review is complete, the proposed Policy will be submitted to the Office of Policy Development and Management (Policy Office) to coordinate its review consistent with Policy AO 01.

VIII. Proposed Policy Review Process

The review process for the Committee's recommended Policy is as follows:

- University comment period;
- Council of Deans;
- Senate Research Committee;
- Senate Tenure and Academic Freedom Committee;
- Faculty Assembly;
- University Senate Council; and
- Administration Leadership.

The Committee will coordinate with the Policy Office to consider feedback provided throughout this process.

Once this review process is complete, the proposed Policy will be sent to the Policy Office for review and submission to the Chancellor in accordance with Policy AO 01.

IX. Amendment

Any amendments to this Charter must be made in accordance with Policy AO 01 and receive the approval of the Chancellor or designee.

This Committee shall expire on the publication of a new University Policy that governs Gifts that Sponsor Projects, unless otherwise directed by the Chancellor.