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**University of Pittsburgh  
Gifts that Support Projects  
Procedure [insert #]**

**Implementing Executives:** Senior Vice Chancellor for Philanthropic and Alumni Engagement;  
Senior Vice Chancellor for Research  
**Responsible Units:** Office of Philanthropic and Alumni Engagement; Office of  
Sponsored Programs  
**Category:** [insert]  
**Effective Date:** [insert]

**I. Purpose**

This Procedure defines the processes for Gifts that Support Projects and effectuates the standards established in University Policy [insert #], Gifts that Support Projects.

**II. Definitions**

Please refer to Policy [insert #], Gifts that Support Projects, for definitions of the terms used in this Procedure.

**III. Procedure**

**A. Proposal Development**

Corporate Foundation Relations (“CFR”) and the Office of Sponsored Programs (“OSP”) work in collaboration with administrative leaders to maintain a “[select](#)” list of private and corporate foundations. “Select” funder interactions benefit by coordination through CFR. Faculty and others seeking to approach these funders for support should contact CFR *before* they initiate conversations with the funder. CFR will provide a fuller context of the University’s relationship with the funder and will work with faculty to ensure that their Projects align with University/school/departmental priorities, as well as with the charitable organization’s mission, goals, and priorities. Consultation with CFR will ensure that the University is not in direct competition with itself and that proposals align with the mission, goals, and priorities of targeted funding organizations. Please note that contributions from all private foundations and corporate foundations are made to the University and require University-level review, approval, and acceptance led by the Office of Philanthropic and Alumni Engagement, and as appropriate, in partnership with the Office of the Senior Vice Chancellor for Research.

CFR staff provide the following services and functions:

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- Assist with and coordinate applications and awards, supplying institutional information, required attachments, and helping to obtain signatures;
- Assist with writing and editing proposals and with coordinating submissions to corporations and foundations;
- Review and provide feedback on letters of inquiry, concept papers, and proposals;
- Assess a Project's funding viability and advise on strategies;
- Facilitate interactions and manage relationships with a broad range of corporations and foundations;
- Prepare briefings and agendas in advance of corporate and foundation visits;
- Research and identify prospective funders; and
- Work with school-based development officers to coordinate activities that advance institutional priorities.

OSP staff provide the following services and functions:

- Conduct administrative, budget, and compliance reviews before a proposal submission to the funder;
- Ensure all internal (School/Unit) reviews are conducted and approvals received, including those for sponsor requirements like matching, prior to proposal submission;
- Review terms that require acceptance as part of the proposal submission. For problematic terms, OSP will alert CFR to coordinate communication with the funder;
- Ensure appropriate approvals and documentation are received from external collaborators (i.e., subrecipients);
- Confirm that the University Limited Submission process is followed, if applicable; and
- Provide approval of proposal and institutional endorsements, as applicable.

Failure to submit a proposal to a “select” foundation through OSP and CFR through the above procedure may result in the rejection of the funder’s award. Because of budget and resource implications of many funded initiatives, the unit research administrator should be contacted as soon as possible in the process.

Please note that many schools, centers, institutes, and departments have additional internal proposal review processes which are not described in this procedure document.

## B. Award Acceptance and Account Activation

Contributions from all private foundations and corporate foundations require University-level review, approval, and acceptance. Since these contributions cross the areas of philanthropy and research, these grant agreements must be approved by OSP and CFR.

For awards that are received from “select” private or corporate foundations as Gifts that support Projects, the investigator or department must notify OSP and CFR immediately upon notice of award and provide the award document for review if OSP or CFR did not receive notice of the award directly. If OSP or CFR do receive the award notice directly, OSP and CFR will notify each other of award receipt in addition to the investigator. OSP will review

the award terms. If the award has terms that do not conform with University standards, OSP will notify CFR to coordinate a response to the funder.

Upon finalization of the award terms, the award is executed.

In accordance with the University’s Bylaws, the Chancellor and Chief Executive Officer is authorized to execute legal documents on behalf of the University and may retain or delegate that authority. For the purposes of this Policy, when such authority is delegated to the Senior Vice Chancellor for Philanthropic and Alumni Engagement or to the Senior Vice Chancellor for Research, the guidelines provided below shall govern such signature authority.

For awards that allow for more than one institutional signature, both OSP and CFR sign. OSP must sign first to ensure review and acceptability of terms and conditions. OSP then routes to CFR for signature. OSP and CFR will coordinate with each other and include each other in correspondence on the return of the executed award to the funder.

For awards that allow for only one institutional signature, including single electronic signature requests, both OSP and CFR must sign an internal copy of the award, and upon agreement between those two offices, either OSP or CFR will provide the single institutional signature. OSP will then activate the award with Sponsored Projects Accounting (“SPA”), following standard procedures.

#### C. Award Modifications and Amendments

For any modifications/amendments, including no-cost extensions, or prior approvals that need to be processed by OSP during the life of the award and recorded for stewardship purposes by CFR, OSP will coordinate requests and submission to the funder with CFR.

#### D. Stewardship and Reporting

Stewardship is essential for maintaining trusting relationships with funders. Foundations may require stewardship in the form of narrative and financial reports. Some reports are reviewed by professional staff and require scientific rigor and language; others are reviewed by a lay audience. The reporting requirements and due dates are often listed in the award document. Reports are typically due every six months or one year from the award date. It is important to submit reports on time. Grant reports usually include the following:

- Principal Investigator (“PI”) name, university name, grant number, project start and end dates, and award amount
- A summary of Project activities conducted during the grant period
- A discussion of outcomes, including successes, challenges, and lessons learned
- A description of the impact of the Project and funding
- An accounting of expenditures furnished by SPA
- An institutional signature or signatures.

It is recommended that PIs send a report to the funder even if it is not required. PIs should contact CFR to discuss the stewardship of a particular grant.

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#### **IV. Contact Information/Public Accessibility**

This Procedure is posted under [insert] on the Office of Policy Development and Management’s website and can be found at: <https://www.policy.pitt.edu> .

For specific questions related to this Procedure or Gifts that Support Projects at the University of Pittsburgh, please contact: [insert]

#### **V. Related Authorities**

University Policy [insert#], Gifts that Support Projects  
[University Policy AO 45, Gift Acceptance and Naming](#)  
[Pitt Research Indirect Cost Waiver Request Form](#)

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