

OCFR PROCEDURES FOR PROCESSING GIFT AND GRANT AGREEMENTS FROM ORGANIZATIONAL FUNDERS FOR SIGNATURES

Step One: Upon receiving a gift or grant agreement from an organizational funder requiring an ASUF signature, OCFR opens a grant file including the agreement, any submission materials (i.e. proposal or budget), University Acceptance Form, Salesforce opportunity number, and fee policy (if applicable).

Note – award documents regarding funds to be administered by ORSPA, that do not require signature, are sent directly to notifications@asu.edu.

Step Two: Determine if funds are to be administered by ORSPA or ASU unit. Per ASU-ASUF [Charitable Grant Guidelines](#), charitable grants with a line-item budget, scope of work, and/or PI are accepted by ASUF and administered by ORSPA.

Step Three: If funds are to be administered by ORSPA, OCFR requests an ASUF grant account in Workday. If the funds are to be administered by the ASU unit, the unit requests the ASUF unit gift account in Workday and provides OCFR with the account number.

Step Four: OCFR reviews gift/grant terms.

- If there are “red flag” issues such as unacceptable IP terms, OCFR submits the agreement to OKED and ASUF Finance for review and revisions.
- If revisions are required, OCFR and/or ORSPA propose the necessary changes to the donor.
- Once the terms are acceptable, OCFR sends the agreement and University Acceptance Form to the benefitting unit for the Dean’s review and signature.

Step Five: Once OCFR receives the signed University Acceptance Form, the agreement is ready for ASUF signature(s).

Step Six: The ASUF Treasurer signs the agreement. If the award is over \$20,000, the AVP of Corporate and Foundation Relations provides a second ASUF signature.

- If the donor has not signed already, the agreement is returned to the donor for countersignature.
- OCFR returns the fully-executed agreement to the donor.

Step Seven: If the funding is to be administered by ORSPA, OCFR sends an email to notifications@asu.edu including:

- A copy of the executed agreement
- Grant amount
- Donor name
- ORSPA funding proposal ID (FP#)
- Workday account number
- ASUF opportunity number

ORSPA Award Management Team then creates an ASU/ORSPA grant account so that funds can be transferred from ASUF to ASU/ORSPA.

Step Eight: OCFR enters reporting requirements in grants calendar and finalizes paperwork for grant file.

Step Nine: ASUF Finance distributes the fully-executed agreement to ASUF, ASU unit, PI and RA.

Step Ten: If ASU units want to know when funds arrive, units send a message to foundation.financial.services@asu.edu (FFS) to let FFS know that they are expecting funds. ASUF Financial Services will then open a ticket and notify the unit when funds arrive via FFS mail.

For questions regarding charitable grants, please contact Molly Pino at ocfrgrants@asu.edu.