

When do I involve Sponsored Programs in a grant, contract, or agreement?

UCA Sponsored Programs Office

Revised 1/5/2017

This checklist is for your personal use in determining if you need to involve the Sponsored Programs office in your external funding activities. If you answer YES to **any** of the questions below, your grant application, contract, or agreement **must** be internally routed through the Cayuse system managed by Sponsored Programs. The Sponsored Programs staff is available at (501) 450 – 3451 to answer your questions or to provide assistance.

For Activities funded by External Sources:

- Yes No 1. Will any UCA faculty expend effort during the academic year, paid or not, to complete work on the project?
- Yes No 2. Will tuition and/or fees for students be paid with these funds?
- Yes No 3. Will students be paid a salary or stipend from these funds?
- Yes No 4. Will there be use of UCA resources such as equipment, labs or supplies?
- Yes No 5. Does the funding source require any UCA official to authorize the project?
- Yes No 6. Will the funding source require financial reporting for expenditure of the funds?
- Yes No 7. Is the source of funds federal or federal flow-through? *For example, Arkansas Arts Council receives all of its funding from the National Endowment of the Arts; this would be considered federal flow through.*
- Yes No 8. Is the source of funds state or state flow-through? *For example, a grant from another public university would be considered state flow through. AEDC would be state flow through.*
- Yes No 9. Does the funding source require UCA certifications and assurances? *For example, a disclosure of lobbying activities, certification that UCA is a drug-free workplace, or certification of non-discriminatory practices.*
- Yes No 10. Is the total funding \$2,500 or more?