



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

*If you answer YES to any of the questions below regarding your grant application, contract, or agreement, please contact the Sponsored Programs professionals at 450-3451 for assistance. This checklist is for informational purposes only. You are not required to submit this document to Sponsored Programs.*

### For Activities Funded by External Sources

1. Yes No Is the total funding \$2500 or more?
2. Yes No Will the funding come from a federal or federally funded agency (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.*
3. Yes No Will the funding come from a state or state-funded agency (state flow through)?  
*For example, a grant from UAMS would be considered state flow through.*
4. Yes No Will the agency require financial reporting?
5. Yes No Will students be paid a salary or stipend to complete work on the project funded by the grant?
6. Yes No Will tuition and/or fees for students be paid to complete work on the project funded by the grant?
7. Yes No Will faculty or staff be paid all or part of their salary to complete work on the project being funded by the grant?
8. Yes No Will faculty expend effort during the academic year, whether paid or not, to complete the work on the project being funded by the grant?
9. Yes No Will university resources such as equipment, labs, or supplies be used to complete the project being funded by the grant?
10. Yes No Does the funding source require the university's authorizing official representative (AOR) to approve the project?  
*NOTE: UCA's AOR is the director of Sponsored Programs.*
11. Yes No Does the funding source require federal certifications and assurances from the university?  
*For example, a disclosure of lobbying activities, certification that UCA is a drug-free workplace, certification of non-discrimination policies, etc.*
12. Yes No Does the funding source require UCA to provide information from the "Legislative Joint Auditing Committee's Basic Financial Statements and Other Reports" (a.k.a. "audited financials")?

*This checklist was a collaborative effort among the Division of Finance and Administration, the Provost's Office, Sponsored Programs, and the UCA Foundation.*