



Extramural Funds Administration

Effective Date: July 1, 2017

Last Revision Date: June 4, 2020

1. PURPOSE

This policy serves to help distinguish types of funds or agreements that come to the University from external sources in order to properly deposit, manage, and report the funds. The University reports extramural funds to the Board of Regents of the University of Wisconsin System, the state legislature, and various other stakeholders.

2. RESPONSIBLE CAMPUS DIRECTOR

Controller

3. DEFINITIONS

Gift: A voluntary transfer of money to the University for general purposes with no expectations of mutual benefit, reporting requirements, or time restrictions. In order to qualify as a gift, *all* five of the following criteria must be met:

1. Funds provide general, unrestricted support for broadly defined activities in one or more program areas, such as research, public services, instruction, fellowship/traineeships, etc.;
2. Detailed reports are not required – neither periodic or final, nor fiscal or technical. (Although a brief statement that the expenditures were in accord with the intent of the gift may be provided to the donor);
3. No provisions (delays, advance notice) are imposed by the donor concerning publication of data and information derived from the activity;
4. There is no specific time limit on the expenditure of the funds;
5. Rights to any patent/copyright are not retained by the donor.

Sales and Service: A revenue generating activity in which all of the work is routine and repetitive with minimal intellectual interpretation of results (does not require the scholarly expertise of a specific individual), is provided to many different purchasers, and follows standard pricing (e.g., a published price list). See “Sales and Service” policy.

Sponsored Programs: Grants, contracts, cooperative agreements, etc., in which there is a mutual joining of interests between an external agency and the institution in pursuit of common objectives. Sponsored programs usually require specific deliverables as well

as technical and financial reporting. Funds must be utilized for the purpose for which they were awarded.

4. POLICY

Extramural funds come to the University both solicited and unsolicited. At times, it may be difficult to discern whether the funds are a gift, sales and service revenue, or funding for a sponsored program. The criteria for defining which of these categories the funds fall under are established by the University and UW System, not the donor or agency. These criteria include the type of external donor or agency involved, type and purpose of the activity, intent of the external agency, as well as the terms and definitions provided within this policy. This applies not only to funds, but agreements in advance of fund receipt.

A flowchart has been developed to assist faculty and staff in making the determination; however, the final decision may be made by the Controller in consultation with General Ledger and the Office of Research and Sponsored Programs (ORSP).

5. PROCEDURES

If you receive a check or a written proposal/agreement, first review the flowchart. If it is not clear which category applies, or if you have questions, contact the Office of Research and Sponsored Programs for assistance. It should be assumed that contracts and agreements are sponsored programs unless proven otherwise.

If you are able to determine the applicable category, follow the procedures below.

A. Gift

- a. If the gift was solicited by the UWSP Foundation, you may deposit the funds with the Foundation office. If it was not solicited by the Foundation, you may deposit it to a Project ID in Fund 233. Gifts in Fund 233 must be deposited under Account Code 9500 only.
 - i. If you need assistance with depositing the funds, or need a new Project ID set up, consult with the Grant Accountant or Grant Assistant in General Ledger.
- b. Spend the funds in accordance with the intent of the donor. Expenditures may not exceed the amount of the gift and will be monitored by General Ledger.
- c. General Ledger reports all gifts to the Board of Regents.

B. Sales and Services

- a. If you are asked to enter into a Sales and Service contract, route the contract with a Contract Routing Form to the Purchasing department. Contracts can only be signed by an authorized signer.
- b. Funds can be deposited into a Department ID in Fund 136.

- i. If you need assistance with depositing the funds, or need a new Department ID set up, contact the Assistant Controller in General Ledger. New Department IDs can also be requested via the “New Account” form found on the General Ledger intranet site. A copy of the Sales and Service contract signed by an authorized signer must be provided before a new Department ID can be set up.

C. Sponsored Program

- a. Proposals must be routed through the Office of Research and Sponsored Programs prior to submission (See ORSP website for instructions).
- b. Funds for sponsored programs are typically received on a reimbursement basis after invoicing or financial reporting conducted by the Grant Accountant. If funds are received up front, deliver the check to the Grant Accountant for deposit.
- c. The expenses are monitored by the Principal Investigator or project director and the Grant Accountant for adherence to the grant terms and conditions, agency guidelines, and all other applicable policies.
- d. All financial reporting for sponsored programs must be prepared by the Grant Accountant.

6. REFERENCES and RELATED DOCUMENTS

[UW System Administrative Policy 342: Extramural Support Administration](#)

[UW System Financial Administration - Accounting and Budget Control - Chart of Accounts](#)

[UWSP Sales and Service policy \(once published\)](#)

[UWSP Extramural Funds Flowchart](#)

[UWSP Contract Routing Form](#)

[UWSP Signature Authority – Authorized Signers](#)

[UWSP New Account Request Form](#)

[UWSP Office of Research and Sponsored Programs](#)

7. POLICY HISTORY

Effective Date: 07/01/2017

Revision Date: 6/4/2020, created Reference Link for Extramural Funds Flowchart

Approved: 06/26/2017

Approved by: Vice Chancellor for Business Affairs

8. SCHEDULED REVIEW

June 2025