

SEATTLE CHILDREN'S HOSPITAL RESEARCH INSTITUTE
Seattle, Washington

OPERATING POLICIES / PROCEDURES

DEPARTMENT: Research Institute Administration
POLICY NUMBER: RIA-09
REPLACES: OVPR-09
EFFECTIVE DATE: July 24, 2002
REVISION DATE: August 31, 2007

POLICY TITLE: Use of Gift Funds to Support Research

POLICY:

Philanthropic gift funds will be managed by a designated Gift Fund Manager. Any proposed expenditure of gift funds in excess of \$10,000 requires submission of a Gift Fund Request Form with appropriate authorizations to the Office of Research Finance.

DEFINITIONS:

For the purposes of this policy, a *gift* shall be the voluntary provision of external support by a donor to Children's without any requirement for receipt of any economic or other tangible benefit in return. Gifts shall normally meet the following criteria:

- a. The external support does not meet the criteria for a sponsored project.
- b. The external support is irrevocable providing the gift is used in accordance with any valid restrictions accepted by the hospital.
- c. No goods, services or deliverables are offered or exchanged in consideration of receipt of the external support.
- d. The donor provides the support to the hospital without expectation of direct economic benefit or other tangible benefit. Indirect benefits such as tax advantages or business or personal goodwill derived from close association with the hospital and the miscellaneous benefits derived from donor status do not negate gift intent.
- e. Financial reporting or accounting for use of external support is not required.

PROCEDURE:

09.1. Gifts are classified into two main categories:

0.9.1a. **Unrestricted Gifts.** These are gifts upon which the donor has placed no restrictions as to the method or purpose of expenditure, leaving the Hospital to determine the appropriate use of such monies. Generally accepted accounting principles require that unrestricted gifts be accounted by the Hospital as revenue of Current General Funds. Such

monies may be budgeted, appropriated, and expended for any appropriate institutional purpose through the Hospital's normal fiscal procedures.

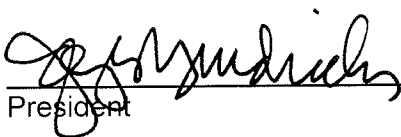
0.9.1b. **Restricted Gifts.** These are gifts upon which the donor has placed definite restrictions on the purpose for which or the condition under which such monies may be expended or disbursed. Restricted gift monies available for expenditure will be credited to an appropriate Current Restricted Fund until expended.


- 09.2. Unrestricted gift funds shall be managed jointly by the Chief Academic Officer and President of the Research Institute.
- 09.3. Restricted gift funds shall be managed by the appropriate Center Director, unless otherwise directed by donor intent.
- 09.4. Each gift account shall identify the individual(s) responsible for its day-to-day management (hereinafter "Gift Fund Manager(s)"). The Gift Fund Manager(s) shall ensure that expenditures meet donor intent and/or restrictions.
- 09.5. The Gift Fund Manager(s) shall complete a Gift Fund Request Form for any proposed expenditure in excess of \$10,000. The following authorizations are required:

Up to Amount	Gift Fund Manager					
	Non-Center Director	Center Director	Vice President	President	Chief Academic Officer	Research Executive Committee
\$10,000	✓					
\$20,000		✓				
\$50,000		✓	✓			
\$100,000		✓	✓	✓	✓	
>\$100,000		✓	✓	✓	✓	✓

09.6. Completed Gift Fund Request Forms shall be submitted to the Office of Research Finance for processing. Incomplete forms will be returned to the Gift Fund Manager with a request for missing information.

Submitting Office: Research Institute Administration

Approved by:  1/3/08
 President Date

 1/9/08
 Chief Academic Officer Date