

UNIVERSITY OF MICHIGAN – FLINT

DATE: 09/01

TO: UM-Flint Faculty, Deans, Directors, Executive Officers, and Staff

**FROM: George Wendt, Vice Chancellor for Institutional Advancement
Sally Harris, Director of Research**

SUBJECT: PROCEDURES FOR SEEKING EXTERNAL FUNDING

You may not apply to outside funding sources without first receiving approval from the Office of Institutional Advancement and the Office of Research.

The Office of Institutional Advancement, under the direction of Mr. George Wendt, and the Office of Research, under the direction of Dr. Sally Harris, are striving to provide assistance and direction to faculty, staff and students who wish to seek external funding from corporations, foundations, national and state agencies and individual donors for University programs and projects.

It is not our primary responsibility to provide assistance for seeking annual program or departmental funding or to supplement existing University funds earmarked for departmental programs and activities.

Prior to making contact with an external funding source or submitting a proposal, applicants **MUST** prepare and submit the attached Request to Seek External Funding (RTSEF) form to both George Wendt and Sally Harris. Completing this form provides the offices of Institutional Advancement and Research with information that enables them to coordinate funding and development activities, and provides applicants with appropriate fundraising assistance. This information allows the Office of Institutional Advancement and the Office of Research to provide assurance to prospective donors that the University endorses your funding request.

Some proposed projects might have compliance issues. Applicants are asked to indicate on pages two and three of the form whether their project would entail particular activities regulated by Federal or University policies. The objective of this request is to facilitate compliance with established Federal and University regulations concerning specific activities.

IRS rules require that all gifts to the University must be processed through the Office of Institutional Advancement, including gifts of cash, checks and non-monetary gifts (gifts-in-kind). In addition to complying with legal accounting requirements, it is essential to good donor relations that gifts to the University be recorded and acknowledged promptly and consistently, and that gift information be readily available for University accounting and development purposes.

Submitting a RTSEF **implies** that you have identified potential funding sources. **It is the responsibility of the Principal Investigator or the Project Director to write the proposal and meet the requirements of the funding source.** If you have any questions or wish to discuss this procedure, please contact George Wendt (2-3350) or Sally Harris (2-3383). Thank you for your assistance and cooperation.

The RTSEF document is available from the Office of Institutional Advancement, 213 University Pavilion or the Office of Research, 530 French Hall or from the Office of Institutional Advancement or the Office of Research websites listed below.

<http://www.flint.umich.edu/departments/research>

<http://www.flint.umich.edu/ia>