How to Receive Help on Proposals for Private Support

The Foundation Relations and GIFT Center (GIFT Center) at the University of Arizona Foundation (UAF) is a team of experts on private support funding. We build relationships with external partners, review outgoing proposals for accuracy regarding organizational information, funder guidelines, and internal policies (when our deadlines are met). Time permitting, we will provide feedback on content. Working with the GIFT Center increases the likelihood of receiving funding and helps us to maintain good relationships with our funders.

First Things First

Determine if the funder will award directly to the University of Arizona (UA) or prefers to work with a 501(c)(3) like the UA Foundation. Some funders support only 501(c)(3) organizations, but many support organizations with a different nonprofit status, like the UA. When possible it is preferred that awards are processed directly by UA. Sponsored Projects and Contracting Services (SPCS) or University of Arizona Health Science (UAHS) Research Administration teams manage this process. If you are unsure whether your project will go to UA or UAF, please contact us. The GIFT Center collaborates closely with SPCS and UAHS Research Administration to identify the most effective routing strategy.

Steps to GIFT Center Review

1. Identify your timeline—consider GIFT Center lead time to review your proposal
The GIFT Center requires a minimum 24 work day hours prior to the submission/mailing deadline to review a proposal. For proposals and LOIs requiring signatures from the UAF President, UA President, Provost, Vice President for Research, or a UAF Board Member, please allow at least a business week (5 work days).

2. Seek approvals
Obtain appropriate administrative approval from your unit. Work with your unit’s development officer and business manager prior to submission. If your unit doesn’t have a development officer, work with the GIFT Center.

3. Review Grantmaker guidelines
Grantmaker guidelines will likely include documentation requirements such as: IRS 501(c)(3) certification letter, audited financial statement, governing board lists and affiliations, etc. The GIFT Center staff have these documents on hand and will share them electronically following proposal review.

4. Follow the GIFT Center review process
   - Submit your proposal draft along with a copy of the funder guidelines (or a link to their guidelines Website) to GIFTCenter@uafoundation.org or your GIFT Center contact at least 24 work day hours prior to your planned submission.
   - Provide a draft to us earlier if you’d like feedback on content. Time permitting, we are happy to review with the donor’s perspective in mind. At a minimum, we will check the organizational information and provide follow up information so that you can submit the proposal to the grantmaker in a timely way.
   - If a proposal/LOI is submitted through the UAF, only UAF personnel are authorized signers. The GIFT Center will help you obtain the required signature(s).
   - E-mail or send a hard copy of your final submission to the GIFT Center for our files.
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- Keep us posted on the outcome and provide copies of important communications with grantmakers.
- We will facilitate the review and signing of the award agreement. Again, only UAF personnel are authorized to sign on behalf of the UAF.
- Having access to full information when communicating with foundation donors is critical.

**Frequently Asked Questions**

1. **Are there any indirect costs? An overhead/administrative fee?**

   *All* gifts $1,000 or more (excluding certain scholarships) are subject to a 6% fee that is applied to the total amount of the gift. The fee goes to the *University Development Fund*, which is primarily used to support development operations. Some foundations prohibit use of funds for administrative fees. If you receive an award for a proposal for private support and the funder prohibits administrative overhead in the budget, **your unit will be required to cover the fee**.

   The *Facilities and Administrative Cost Rates* apply to sponsored projects and do not apply to requests for private support unless a proposal is jointly submitted with SPCS or UAHS Research Administration due to the need for sponsored level oversight. Your GIFT Center contact will coordinate with you and SPCS or UAHS Research Administration in those cases.

2. **How should I define “the organization” in the proposal?**

   *GIFT Center staff will assist you with appropriate responses to organizational questions on applications.*

   When a proposal is submitted via the UAF, identify the applicant organization as “The University of Arizona Foundation for the benefit of the University of Arizona [unit name].” The UAF, and not the UA or individual unit, is the official applicant for many proposals for private support. As a result, funding proposals must generally include some minimal UAF organizational information in the proposal.

3. **Who signs the application?**

   When an application is routed through the UAF, **only** UAF personnel are authorized to sign. Cover letters may be signed by department/development or college leaders.

4. **Who handles post-award responsibilities?**

   The applicant unit is responsible for fulfilling all post-award requirements. In the case of projects that involve compliance issues or intensive financial monitoring, the UAF will jointly manage the award with SPCS or UAHS Research Administration.

**Resources**

[https://policy.fso.arizona.edu/fsm/800/812](https://policy.fso.arizona.edu/fsm/800/812)
[https://policy.fso.arizona.edu/fsm/800/833](https://policy.fso.arizona.edu/fsm/800/833)
[https://rgw.arizona.edu/services/sponsored-projects-services](https://rgw.arizona.edu/services/sponsored-projects-services)
[https://research.uahs.arizona.edu/home](https://research.uahs.arizona.edu/home)