

Checklist for Determining Whether Funding is a Postdoctoral Fellowship or a Sponsored Project

Fellow: _____ Dept: _____ Date: _____

Source of funding: _____ Amount: _____

Instructions for Completing the Checklist:

To use this form, review all the documentation associated with the funding for indications as to whether funding for a postdoctoral scholar should be handled as a sponsored **grant/contract** or as a **fellowship**. Documentation may include some or all the items listed below.

- | | |
|--|-----------------------|
| 1. Statement of Work or Project Description | 3. Award Letter |
| 2. Proposal or Letter of Intent, or request for funding including budget | 4. All correspondence |

Checklist:

| FUNDING SOURCE: | | | | |
|---|--|--|--------------------------|--------------------------|
| 1 | Is this award made to Stanford University, with the provision that Stanford will name the individuals to be funded? Comments: | If YES, this is a GRANT/CONTRACT. | | |
| 2 | Is the award open to Instructors, Research Associates, etc., as well as Postdoctoral Fellows? | If YES, this is a GRANT/CONTRACT. | | |
| 3 | Does the award require the recipient to devote a specified percentage of effort to a specific project, with an associated charging of that percentage of salary to the award? | If YES, this is a GRANT/CONTRACT. | | |
| IF NONE OF THE ABOVE ARE TRUE, CONSIDER THE QUESTIONS BELOW RELATED TO THE PURPOSE OF THE AWARD: | | YES | NO | UNCERTAIN |
| 4 | Does the award provide a predetermined amount of money in the form of subsistence payment TO SUPPORT AN INDIVIDUAL POSTDOCTORAL SCHOLAR'S RESEARCH TRAINING EXPERIENCE? For example: <ul style="list-style-type: none"> Is funding in the form of stipend or salary /benefits, with minimal amount for travel and supplies or an institutional allowance? Rather than being charged to this award, will research-related project expenses typically be charged to the mentor's research grant or contract? IF YES, THIS IS LIKELY A FELLOWSHIP. Comments: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Does the award provide funding primarily TO ACCOMPLISH A POSTDOC'S INDIVIDUAL RESEARCH PROJECT? For example: <ul style="list-style-type: none"> Is funding intended to cover the costs of carrying out that project, including, for example, postdoc salary/benefits, salaries/benefits for other researchers, equipment, supplies, and any other line item needed? Does this award include a budget line item for indirect costs? IF YES, THIS IS LIKELY A GRANT/CONTRACT. Comments: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Check the appropriate box below, and process accordingly.

GRANT/CONTRACT: Keep the completed checklist in your departmental project file, complete PDRF and contact your Institutional Official.

FELLOWSHIP: Keep the completed checklist in your departmental project file, complete PDRF and contact your Institutional Official for fellowships.

Uncertain: If you cannot determine with certainty, review with your school dean's office and then with: Research Management Group (RMG) if you are in the School of Medicine; Engineering Research Administration (ERA) if you are in the School of Engineering; or the Office of Sponsored Research (OSR) if you are in any other unit. These offices may also confer with the Dean of Research office for final resolution.

Initial Department Determination Made by: _____ **Date:** _____

If consultation is needed, School Dean's office (local process): _____ **Date:** _____

Sponsored Research (RMG, ERA, OSR or Dean of Research office): _____ **Date:** _____

Final Determination: Fellowship Grant/Contract