UGANDA MARTYRS UNIVERSITY

Projects and Grants Management Policy

February 2025

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Definitions of key terms

Donation/Gift: A voluntary transfer of items of value from a donor to UMU where no material benefit is received by the donor in return. The donation maybe in form of cash or non-cash assets. It may be restricted or unrestricted. In this policy the terms gifts and donations are used interchangeably.

Donor/funder/grant maker: A person or organization that gives a donation or grant to UMU. In this policy the terms donor, funder and grant maker are used interchangeably.

Ethical Issues: These are issues that support or enhance the pre and post award processes of a grant and project.

Grant: This is a non-repayable sum of money given by a funder to UMU. A grant maybe treated as a donation if it doesn't involve the return of any material benefit to the donor.

Scholarship: This is a grant or payment made through UMU to support a student's education or given to a student who meets a criterion set by the University and/or donor.

Stakeholder: Those who are neither Staff Members nor students of the University and have a contract or agreement with the University in regard to its grants, projects and donations. This includes development partners, funders, implementing partners and service providers.

Project Governance: This is about identification and allocation of roles, responsibilities and accountabilities for the attainment of project benefits and allocation of project decision making authorities.

Project Management: This is about the application of knowledge, skills, instruments and techniques to activities to deliver the desired outputs.

Principal Investigator/ Project Lead/Project Manager: This is the person in charge of the project and is responsible for the project deliverables.

Post-award: Activity after the official funding of a project.

Pre-award: Activity prior to the official funding of a proposed project.

Project: It is a time bound intervention designed to address a challenge or take advantage of an opportunity related to the core functions of the university: research, teaching and community engagement.

Overhead/Indirect costs: These are costs related to using the University's facilities and the administrative support provided to projects. They are not directly tied to a specific project objective but are necessary for the successful implementation of projects and institutional capacity enhancement e.g. costs associated with general services, library expenses, legal expenses, rent, utilities, payment of administrative staff, facility and equipment upkeep.

Unit: Refers to Schools, Directorates, Faculties, Departments

Abbreviations/Acronyms

DGSRE	Directorate of Graduate Studies, Research and Enterprise
DVC	Deputy Vice Chancellor
MOU	Memorandum of Understanding
PI	Principal Investigator
UMU	Uganda Martyrs University
VC	Vice Chancellor

1.0 Introduction

Uganda Martyrs University (UMU) has realized a number of projects, grants and donations that have diversified its revenue base, promoted research and community engagement and teaching. The increasing number of projects, grants and donations at the University calls for a robust policy to guide their mobilization, administration and management.

The Projects and Grants Management policy is a result of the review of the Projects policy, 2013. The change of name is due to the incorporation of grants and donations which were not considered in the previous Projects Policy. This policy shall be reviewed after every five years and/or when need arises.

2.0 Purpose of this policy

To provide University-wide guidelines for projects, grants and donations.

3.0 Rationale of the policy

This policy shall streamline project work in the different units of the University with the regular University functions to ensure smooth mobilization and management of project resources. All units of the University shall be tasked to solicit for projects, grants and donations.

4.0 Objectives of the policy

This policy is designed to:

i) To provide guidelines for mobilization and management of grants and donations;
ii) To create a platform to track and monitor projects in the University;
iii) To provide support for project work from pre-award and post-award to successful completion;
iv) To provide for visibility of projects to the University stakeholders;
v) To define the different roles of officials in the mobilization, management, administration and distribution of project incentives in the University.

5.0 Scope of this policy

This policy shall apply to all staff, students and other stakeholders involved in projects, grants and donations of the University right from the process of identification, development, review and management to close out.

The policy shall apply to:

i) Grants for research, innovation and incubation, teaching and learning; capacity building and training; community engagement, infrastructure development and any other funded projects;
ii) Donations/Gifts;
iii) Scholarships.

This policy does not apply to Consultancies.

6.0 Policy statement

UMU is committed to providing a conducive environment and to the efficient and effective management of its projects, grants and donations.

7.0 Guiding Principles

i) **Ownership** – that all projects, grants and donations shall be owned by the University and its overall interests take precedence over all other individual or unit interests;
ii) **Assurance** – that all projects, grants and donations shall be managed efficiently and shall effectively deliver the outputs;
iii) **Benefit management** – that beneficiaries shall be identified and maintained in the phases of the project/grant cycle.

7.1 Projects and Grants Management Structure

7.1.1 The Directorate of Graduate Studies, Research and Enterprise

The Directorate of Graduate Studies, Research and Enterprise (DGSRE) works on behalf of the Vice Chancellor (VC). The VC is the Accounting Officer and is responsible for the overall administration of funds and assets as stipulated in the UMU Charter notice, 2013. The VC shall receive all projects, grants and donations and they shall be managed by the Enterprise Unit in DGSRE. The head of the Unit, the Associate Director, Enterprise shall report to the Director DGSRE. Other staff in the Enterprise Unit shall report to the Unit head.

7.1.2 Roles and Responsibilities of the different officials

The VC shall:

i) Oversee the implementation of the Projects and Grants Management policy;
ii) Appoint the Projects and Steering Committees;

iii) Sign contracts, donor agreements, and memoranda of understanding (MOUs), with partners on the advice of the Enterprise office and in consultation with the University Lawyer.

The Chief Finance Officer shall:

i) Establish bank accounts for the different projects/grants;
ii) Establish grant accounts/ledgers;
iii) Raise invoices for funds and acknowledge receipt of funds;
iv) Process payments timely as per the guidelines and policies;
v) Produce financial reports;
vi) Support the internal and external audit of grants;
vii) Be the contact person with funders/lead organizations on finance related matters;
viii) Advise project implementers on the budget and the necessary policies and guidelines.

The Director, DGSRE shall:

i) Provide oversight to the Enterprise Office;
ii) Chair the Projects Committee;
iii) Provide updates on different projects to management;
iv) Approve proposals in consultation with the Chief Finance Officer before submission for funding to ensure there is no undue financial or other burden to the University;
v) v) Provide letters of acknowledgement for awards in liaison with the VC, Deans or Heads of Department depending on the nature of grant/donation.

7.1.3 The Enterprise Office

The office shall manage projects, grants and donations. It shall be comprised of the Associate Director Enterprise, Project Officer and designated Accountant as stipulated in the finance manual and the Projects Assistant. The staff in the unit shall undertake the following roles:

i) Associate Director, Enterprise:

a. Oversee coordination of UMU projects;
b. Support staff in preparation of project proposals;
c. Be a member of the Project Steering Committees and ex-officio on the Projects Committee;
d. Supervise the Projects Officers and Accountant;

e. Review requisitions;
f. Review donor agreements, donations, notice for award documents for compliance with relevant University policies before signature by the Accounting Officer;
g. Review proposals in consultation with the proposal developers;
h. Ensure highest standards of professionalism in the management of projects, grants and donations.

ii) The Projects Officer:

In liaison with the Associate Director Enterprise, coordinate all UMU projects and shall be the secretary of the Projects Committee. The Project Officer shall;

a. Undertake regular planning and maintain an updated database of projects and funding opportunities, and ensure these opportunities are timely communicated to the staff;
b. Be the contact person with staff and funders on contractual and policy matters;
c. Support staff in the preparation of grant applications including checking for eligibility, adherence to application guidelines, compliance with the University regulations, provide organizational information and get clearance from relevant offices;
d. Follow up with PIs/Leads to ensure compliance during implementation and timely reporting;
e. Prepare quarterly reports on the progress of project implementation and submit to the Associate Director, Enterprise;
f. Undertake monitoring and quality assurance in execution of funded activities;
g. Ensure appropriate closure of the project in line with the University policies and guidelines;
h. Register with and maintain online portals with funders and partners.

iii) **The Project Accountant**:

a. Update grant specific accounts /ledgers;
b. Provide advice and guidance to implementers on financial matters;
c. Support with processing payments in a timely fashion and in accordance with the necessary guidelines and policies;
d. Follow up and provide accountability of disbursed funds;
e. Prepare financial reports;
f. Support the financial audits;

g. Shall be answerable to the Chief Finance Officer and Associate Director, Enterprise.

iv) **The Projects' Assistant**;

a. Do grant administration work;
b. Keep all project information on file or in any approved computer database;
b. Support the Project Officer and the Project Accountant;
c. be answerable to the Project Officer.

7.1.4 Projects and Steering Committees

To support management of projects, the Enterprise office shall be supported by the Projects and Steering Committees when necessary.

a) The Projects Committee

The Projects Committee shall:

i) Ensure the review of the Projects and Grants' Management policy from time to time and make recommendations to Management;
ii) Facilitate capacity building for project proposal writing and implementation;
iii) Advise the University on all matters pertaining to ethics of projects and grants;
iv) Be available for consultation on ethical issues by project writers;
v) Facilitate the resolution of conflicts related to project implementation;
vi) Meet quarterly or whenever necessary.

Composition of the Projects Committee

i) It should be composed of five (5) members of staff and headed by the Director DGSRE;
ii) Members shall have experience in project writing and implementation;
iii) Shall be senior staff of the University;
iv) Shall be staff with academic integrity and objectivity to handle sensitive issues;
v) The Committee may co-opt a member in case of need;
vi) The Committee shall be reconstituted every 3 years.
vii) The Projects Officer shall be the secretary of this committee

b) Project Steering Committee

Every project shall have a steering committee. Such a committee shall be responsible to the University Projects Committee. The Project Steering Committee shall comprise senior officers entrusted with oversight responsibilities. The responsibilities of the Steering Committee shall include;

a. Monitoring of the project to ensure that the requirements and expectations of the phases/stages are met for projects to move through to the next phase;
b. Review and approval of project progression through project stages and advise on the budget;
c. Approve project work plans before they are submitted to Management;
d. Review and approve recommendations for any changes regarding scope, schedule and cost;
e. Meet quarterly or when need arises.

Composition of the Projects Steering Committee

i) Associate Director, Enterprise
ii) Projects Officer
iii) 2 technical people outside the project
iv) Finance person

c) Project Team

The project team shall be responsible for implementation of the respective activities. This team shall comprise of the following with their responsibilities;

1. Principal Investigator (PI)/Lead/Manager shall:

i) Together with the Enterprise Office, ensure successful initiation, negotiation, implementation and the closure of the project;
ii) Together with the Enterprise Office and the University Lawyer, review the contract/donor agreements and ensure elements of the agreement are in accordance with related policies and regulations governing the University;
iii) Be the focal person with funders or the lead organization;
iv) Lead project activities, payment schedules and work plans and share these with the Enterprise Office;
v) Orient and supervise the project team throughout the entire project duration;
vi) Ensure compliance with the University and funder requirements as stipulated in the finance manual, related UMU policies and donor agreements;
vii) Provide accurate and timely reports to the Enterprise Office and the funders/partners;
viii) Lead budget modifications e.g. redirection, carryovers and project extension;

ix) Work with the Dean/HOD to incorporate project workplans & budgets into the overall faculty/department budgets and also update the faculty on the progress of the project;
x) Be an ex-official on the Projects Steering Committee.

2. **Project staff**
   i) Persons employed by the project shall be engaged only for the lifetime of the project;
   ii) Such staff shall maintain confidentiality of all data, findings and patentable innovations and shall not share the information with non-project staff, unless authorized in writing by the PI/Lead in consultation with the Enterprise office;
   iii) Shall ensure they fulfil all grant obligations and tasks assigned to them;
   iv) Provide timely accountability of funds received and narrative reports to the Accountant/PI respectively;
   v) Report to the Principal Investigator (PI)/Lead/Manager.

3. **The Dean/Head of Department** shall:
   i) Mentor staff in proposal writing;
   ii) Oversee proposal development and commit to support staff engaged in project writing;
   iii) Timetable and regulate staff load to allow for project writing and implementation;
   iv) In liaison with the Enterprise Office, organize for capacity building in project writing and development at the faculty level;
   v) Work with the PI/Lead to incorporate project work plans & budgets into the overall faculty/department budgets;
   vi) Advise and provide support to project staff as and when necessary.

7.2 Standard Operating Procedures

i) This policy shall be implemented jointly with other University policies, laws and regulations governing the University;
ii) The management of projects, grants and donations shall not contradict policies and relevant laws and regulations governing the University;

iii) All projects responded to or participated in by members of UMU shall be in line with UMU's set objectives and values irrespective of the partnerships involved;

iv) The projects shall clearly spell out what UMU stands to gain by executing, participating, or implementing the project. Wherever possible the project should provide for student and/or staff training opportunities at graduate or professional level;

v) Staff shall inform the Enterprise office of their intention to respond to a funding opportunity. This communication is necessary to ensure that approaches to donors are coordinated and that multiple uncoordinated approaches are avoided where possible;

vi) All proposals before submission shall require prior review by the Enterprise office and the VC's approval;

vii) Registration with donor agencies shall be done by the Enterprise Office in order to avoid duplication and also assist in effective management of all donor relations. In cases where registration is done by a staff, login credentials shall be shared with the Enterprise Office;

viii) The PI/Project Lead shall inform the Enterprise Office of project/grant awards and the office shall communicate these to the VC for endorsement;

ix) All projects, grants and donations (both solicited and unsolicited) shall be processed through the Enterprise office;

x) All donations shall be formally acknowledged by the Accounting Officer;

xi) Where an awarded grant requires participation of sub recipients, the Enterprise Office shall conduct a due diligence on the sub recipients before entering into agreement with them.

xii) Together with the University Lawyer, the Enterprise Office shall be responsible for preparing sub-award agreements and ensuring they are signed by the authorized official;

xiii) Grants shall be included in the budget of the Faculty/School/Directorate/Department where the grant is anchored and, in the University- wide budget;

xiv) Grants shall be managed in compliance with the terms, conditions and obligations of the donor agreement/contract/ MOU and relevant University policies;

xv) Solicitation and/or review of donations shall be guided by the donation checklist;

xvi) Each project shall have an operation, monitoring and closure plan;

xvii) A University staff attached to a project shall be issued a letter to that effect by the Director Human Resource or the Director DGSRE depending on the engagement;

xviii) Project closure reports shall be produced and submitted to the partners and the Enterprise Office;

xix) Intellectual property from projects and grants shall be handled in accordance with the Intellectual Property policy of UMU and/or the partners;

xx) The implementation of research projects shall be further guided by the research policy.

7.3 Policy Guides

This policy shall be guided by the following:

7.3.1 Project Environment

The environment shall be supportive for staff involved in development of projects. This may include financial support, technical support, and paid retreats for writing at the discretion of UMU Management.

7.3.2 Workload

i) Staff coordinating a project(s) shall be eligible for workload reduction. The amount of workload reduced shall be determined by the full time equivalent required of the staff by the project and the academic rank of the staff in the faculty; and this shall be agreed with the Supervisor of the responsible unit. However, in controversial instances this shall be referred to Management or the Projects Committee. The conditions for workload reduction shall include:
   a. The level of effort required by the project for the given staff member;
   b. Staff who are on project payroll;
   c. that the project is for institutional and capacity building and requires time to implement, though it does not bring in extra income;
   d. that the workload is affecting efficient and effective delivery of the project;

ii) Similarly, Management together with the supervisor of the responsible unit shall decide on the number of projects a staff can lead at a given point in time.

7.3.3 Rewards and Benefits

i) Project work shall be considered during staff appraisal. Indicators to be considered for promotion shall include: projects/grants/donations won, successful implementation of a project, where UMU is a lead implementer or a partner;

ii) The grant team shall benefit from the project in accordance to the donor agreement and its terms and conditions;

iii) In order to promote project work, the University shall:

   a. Mandate the office of Public Relations to give staff/grant awardees internal and external publicity;
   b. Special recognition shall be accorded to staff that win projects/grants/donations, i.e. awards in form of certificates/plaques;
   c. Provide office space or facilities where necessary;
   d. The VC/DVC in consultation with the Enterprise Office, Chief Finance Officer and the PI/Lead, shall decide on whether some overheads can be used for paying staff time in major capacity building projects that require and involve many implementers that have not been catered for in the grant;
   e. Where overheads are allowable on a grant, the total collectible overheads shall be equated to 100% and distributed as follows; 60% towards university capacity enhancement e.g rent, utilities, facility and equipment procurement and/or upkeep; and 40% towards costs associated with general services, library expenses, legal expenses and payment of administrative staff and other staff involved in the project processes.

7.4 Pre-award

7.4.1 Partnerships/MOUs

Grants can either be a South to South or South to North or involve two or more partners.

i) UMU shall partner with all development partners interested in achieving global, regional and national objectives. These objectives shall be in line with UMU's set objectives and values irrespective of the partnership pattern;

ii) The partnership shall clearly spell out what UMU stands to gain by executing, participating, or implementing the project, in as far as research, capacity building, infrastructure development, and diversification of University income are concerned;

iii) The University may partner with relevant and complementary institutions when applying for grants. However, it shall do due diligence on its potential partners and ensure that teaming agreements are put in place and signed by authorized officials.

7.4.2 Funding

i) Sources of funding shall include but not limited to; multilateral donors, bilateral funders, foundations, and government agencies;
ii) Budget development shall be informed by the University policies and funder guidelines;
iii) For grants that require the University to commit part of the financial resources, approval of this shall be authorized by the VC in liaison with the Enterprise Office;
iv) For donations, supporting documents shall inform acceptance of the donation. If after review of a donation, the University decides to decline the offer, a letter of regret shall be given to the donor by the VC.

7.5 Post Award

7.5.1 Project initiation

i) At the start of any project, the PI/Lead shall hold a sensitization workshop for all stakeholders in the University to inform all concerned parties about their responsibility;
ii) The Director DGSRE shall undertake to inform the Senate about the project before the start;
iii) Before commencement of project activities, all staff expected to participate in project activities shall submit to the Dean/Head of department and Director of Human Resources, the total number of hours expected to spend on the project for a semester;
iv) In line with the University policies and guidelines on project accounts and account opening, the Chief Finance Officer shall dedicate a University bank account and a Project Accountant to the project;
v) The Vice Chancellor shall direct all unrestricted donations to areas of strategic priority and need at the University.

7.5.2 Project implementation

i) Each project shall have a Project leader/PI charged with the implementation of the activities and their success. The leader shall:
    a. Ensure the right cadre of staff are hired;
    b. Where a project activity relates to a core function of a given University unit, involve the unit in conducting the activity;
    c. Regularly verify the scope of the project;
    d. Ensure UMU is represented on all project activities;
    e. Together with the Enterprise office, ensure the project is run in line with existing policies and donor guidelines;

f. Implement and report in time and in line with the agreed reporting requirements of the donor agreement and the University.

ii) For donations, technical and finance reports shall be given to the donors as required and set out in the respective donation agreements.

7.6 Scholarships

Scholarships shall be managed in line with the University scholarship policies and donor agreement guidelines.

7.7 Financial Management

i) The financial management of projects shall be informed by the approved grant budget. The University finance manual and/or funder regulations shall guide the management of grant funds. Any instructions outside the contract shall attract formal authorization from the lead partner/funder;
ii) For projects that require pre-financing, the funder/lead partner shall submit a letter of commitment, and approval of this shall be authorized by the VC;
iii) Money for projects shall not be used for other activities;
iv) Restricted and unrestricted cash donations shall be managed per the University's Finance manual and/or donor wishes.

7.8 Assets

i) Property procured using grants will remain the property of the University, unless otherwise specified in the funding agreement. All procured assets shall be managed per the Asset Management policy of UMU. From post-award to project completion, the assets shall be exclusively used for project work;
ii) Assets acquired by the project shall be officially transferred to the University when the project duration elapses unless otherwise agreed;
iii) The University shall ensure that the project property is under proper custody, maintenance and service where necessary;
iv) Property donated to the University shall automatically become property of the University and shall be managed per the University Asset Management Policy, other relevant university policies and/or donor wishes.

7.9 Procurement

Procurements shall be informed by the approved project budget. The University procurement manual and/or funder regulations shall guide the project procurement processes. The procurements shall be done by the University Procurement Unit.

Any procurement instructions outside the funding agreement shall attract a formal authorization from the partner.

7.10 Overheads/Indirect costs

i) For each externally funded grants, overheads/indirect costs shall be charged as specified in the finance manual, except for donor-funded grants that do not provide for overhead costs or require a different percentage;
ii) For funders that do not provide for overheads/indirect costs, a waiver for this shall be sought from the Vice Chancellor;
iii) Restricted and unrestricted cash donations shall be charged overheads as specified in the finance manual, except for donations that do not provide for overhead costs or require a different percentage.

7.11 Grant Closeout

i) The Enterprise unit and the PI/Project lead shall ensure proper close out of a project;
ii) If there are outstanding activities and funds are available, the PI/Lead shall seek a no-cost extension to allow for time to complete the activities;
iii) At the end of the project cycle, all assets shall be taken over by the University;
iv) All project staff that cannot be absorbed within the service of the University shall leave the service of the University;
v) Before the closure of the project, an internal audit and asset stock-taking shall be undertaken under the supervision of the DVC;
vi) The PI/Lead shall submit a final technical and finance report to the funder and the Enterprise Office;
vii) Funders/partners shall issue a certificate or letter of good completion;
viii) Upon satisfactory audit, stock taking and receipt of a letter of good completion from the partner, the office of the DVC and the Enterprise office shall declare the project closed;
ix) All project documents shall be archived in line with the funder and University guidelines.

7.12 Ethical issues

i) UMU shall not engage in projects, grants and donations that are contrary to the ethos of the University, its founding body or the national guidance;
ii) Staff and students shall not engage in acts that include, but are not limited to, fabrication of data, falsification of research, plagiarism, abuse of confidentiality, deliberately misrepresenting results, fraud, embezzlement,

misappropriation of funds, mistreatment of human research subjects and non-compliance with the conditions as stated in this Policy, other University policies and the grant agreement;

iii) All alleged cases/complaints of misconduct shall be reported in the first instance to the respective Lead Person/supervisors or the Enterprise Office. Such reports or complaints shall be filed in writing;

iv) In cases of alleged misconduct involving a Project Coordinator/Lead/PI, Department Heads and Deans, complaints shall be filed in writing directly with the Enterprise office;

v) Where a staff violates ethical standards in a way that seriously harms the University's reputation or compromises the staff's ability to work effectively, the University Disciplinary Procedures and/or the relevant Laws of Uganda shall apply;

vi) Only projects, grants and donations that are ethically acceptable and given by funders not in dispute shall be accepted by the University. Those from terrorist organizations, those that promote social disorder, discrimination or from organizations involved in money laundering shall not be acceptable;

vii) The University shall maintain confidentiality and the funder wishes/instructions for privacy shall be respected. This will be balanced with the need to observe due diligence and as far as the law permits;

viii) Staff, students and other stakeholders shall always reflect the highest standards of ethical behavior, integrity and public responsibility during grant initiation and execution;

ix) Project activities shall be conducted in ways that will avoid potential conflict of interest or allow conflicts to be managed. Where the activity cannot be managed to avoid conflict, the staff must refrain from participating in that activity.

x) Unless otherwise agreed, no commission will be paid as consideration for winning funding.

8.0 Legal Framework and other complimentary policies

a) Finance Manual
b) Human Resource Manual
c) Procurement Manual
d) Asset Management Policy
e) Intellectual Property Policy
f) Research Policy
g) Scholarship Policy

9.0 Accounting Officer

The overall accounting office shall be the Vice Chancellor.

10.0 Responsible University Officer/Chair

Director of the Directorate of Graduate Studies, Research and Enterprise (DGSRE)

11.0 Review date

This policy was approved by the **101st University Council meeting** that sat on **8th February 2025**.

The policy shall be reviewed every after 5 years or from time to time when the need arises.

Most Rev. Raphael p'Mony Wokorach, MCCJ	Rev. Dr. Josef Buchana Kisoga
Chaiperson, UMU Council	**Secretary, UMU Council**

Appendix 1

DONATION CHECKLIST

Guidelines for accepting a donation (solicited and unsolicited donation)
➢ The donation should be consistent with our institutional requirements and any applicable legislations and regulations governing the University. ➢ The donor's intent and direction should be consistent with UMU's Mission, Vision, values and priorities. ➢ The donor's intent and direction should be clearly understood and documented. ➢ Acceptance should not involve financial commitments in excess of budgeted items or other obligations disproportionate to the usefulness of the gift, i.e. cost of maintenance, delivery, insurance, space requirements for display or storage etc. ➢ The level of the donation should be sufficient to meet the objective. ➢ UMU should have the capability to meet the expectations of the donation.
Guidelines for not pursuing or rejecting a donation
➢ Unacceptable restrictions or conditions on the donation/gift. ➢ Difficult to administer. ➢ State of the gift, i.e. obsolete technology. ➢ The donor does not have a charitable intent. ➢ Could expose UMU to uncertain and potentially significant liability. ➢ Could jeopardize our registered status. ➢ The gift constitutes a request to the university to operate a commercial endeavor for the sole benefit of the donor. ➢ Gifts that are not ethically acceptable and given by a donor whose activities are known to be illegal. ➢ Gifts that require the university to provide any valuable consideration to the donor or anyone designated by the donor such as employment at the University, enrolment at the University or a university procurement contract.