Purpose
To define the process for accepting in-kind support in lieu of financial support from a sponsor.

Introduction
In certain circumstances, university programs are supported by extramural sponsors, but no funds are provided directly to ECU. The support may be credited as a sponsored award if the criteria listed below are met:

- The award provides direct support to a University project or program. Indirect support, such as professional development or training for ECU employees, cannot be counted. Compensation to ECU personnel not paid through ECU payroll cannot be counted.
- The award cannot be a gift – gifts should be processed through University Advancement.
- The activity should exhibit most or all of the following characteristics: be conducted under program guidelines, entail a proposal process, be defined by a specific scope of work or deliverables, be associated with a line item budget or expenses, entail a competitive review, and involve a formal award document referencing the proposal or project.
- The value of the award must be justified using actual market value – via receipts, institutional per diems, and/or competitive price quotes.

All projects meeting the above criteria and submitted for inclusion in RAMSeS as sponsored activity shall be subject to review and authorization by the Vice Chancellor for Research.

Procedure
In-kind projects are not reviewed or routed in RAMSeS until the project has been concluded and the administrative unit chooses to submit the project for inclusion in sponsored project reports and totals. At that time:

- The Principal Investigator enters the project into RAMSeS – on the General Information screen select "In-Kind" as the Award Type. Complete all the proposal screens and attach the following items:
  o Brief Project Summary or Scope of Work
  o Brief Description of Outcomes or Deliverables
  o Line Item Expense Summary With Appropriate Justification
- Upon completion of RAMSeS routing, the OSP Grant Officer will review the project for compliance with the standards above and forward a recommendation to the Office of the Vice Chancellor for Research.
Upon review and approval by the Office of the Vice Chancellor, the proposed project will be awarded in RAMSeS as an In-Kind Award. Awarded projects are processed according to standard OSP procedures but *NOT* routed to OGC.

Exceptions