

## POLICY 7.1 – Sundry Donations for Research

**Policy Category:** Research

**Effective Date:** May 26, 1988

**Supersedes:** (NEW)

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### **POLICY**

#### **Definition**

- 1.00 A donation for research purposes is generally one which was not solicited and is absolutely unconditional, i.e., there are neither deliverables nor financial reporting requirements to the donor. As such, the funds are free to be utilized for any research deemed appropriate by the recipient faculty members and/or department.

#### **Income Tax Considerations**

- 2.00 An income tax receipt may be issued to the donor if the donation meets the criteria of Revenue Canada. The Income Tax Act defines a donation as tax deductible when no rights, privileges, material benefits or advantages accrue to the donor or the donor's representative.
- 3.00 A personal donation by an individual faculty member directed to the credit of a research account under the control of that faculty member does not qualify for an income tax receipt. However, if such funds are directed to the credit of a general departmental research account not under the control of the donor, an income tax receipt will be issued.

#### **Allowable Expenses**

- 4.00 All expenses must be research related. In addition, University policies and procedures must be adhered to, for example: travel policy, purchasing of goods, payment of salaries, etc. Expenses not covered by current policy and procedures are not allowable.

### **PROCEDURE**

- 5.00 When a **NEW** donation account for research is requested, a "Request for Research Account"\* form must be completed in full and forwarded to the Research Accounting Office.
- 6.00 For each remittance of funds into an established account, a "Research Donation Transmittal Slip"\* must be completed and forwarded to the Research Accounting Office.
- 7.00 Income tax receipts, if appropriate, will be issued promptly to the donor by the Development Office.

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\* Available from the Research Accounting Office, Rm 6100, Support Services Building