



# UC San Diego

## Policy & Procedure Manual

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### GIFTS AND ENDOWMENTS

**Section: 410-7**      **APPENDIX A**

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### APPENDIX A

#### Disclosure for Faculty Making Gifts to Support Their Own Research:

I write to disclose I am making a charitable gift to UC San Diego for the purpose of supporting my own research activities in the Department/Section of \_\_\_\_\_, Division/School of \_\_\_\_\_, in the amount of \$\_\_\_\_\_.

I am aware that gifts to the University from University employees to support their own activities may be accepted if the purpose of the gift is to support bona fide University activities or purchases. Such gifts must be subject to University policies and procedures for expenditure.

I am further aware that a charitable gift must be given with charitable intent, meaning a gift must be voluntary and given without consideration, with no expectation or requirement for the donor to receive remuneration or personal benefits from or in return for the gift. To qualify as a charitable gift, donors must fully relinquish control and oversight of the gift to the University.

I understand that the University will not act as a conduit for funds for which employees claim a deduction that is likely to be disallowed by the Internal Revenue Service (i.e., transactions that do not meet the criteria to qualify as a gift as described above). Administration of the gift must ensure that the University's oversight over and use of the gift supports its tax- deductibility.

I understand that University policy prohibits the use of the gift funds in a way that provides me, as the donor, with personal benefit such as personal travel and entertainment. I further understand that my gifts may not be used as a fund source to pay salary and benefits to me. Decisions on how to use my gift to support the costs of my research or academic work must be made by the Department Chair or the Dean who oversees the donated funds.

I have received a copy of PPM 410-7, Policy on Faculty Gifts to their Own Research, read the policy and agree to abide by its terms. <https://adminrecords.ucsd.edu/ppm/docs/410-7.html>.

\_\_\_\_\_  
Faculty Member Signature

\_\_\_\_\_  
Date

\*Questions about PPM 410-7 or this form should be addressed to UC San Diego Gift Services at 858-534-8159.