

## WVUF Corporate & Foundation Relations - Standard Operating Procedure

### New Grant Fund Establishment

**Updated:** February 9, 2026

**Purpose:** Establishing a new fund through the submission of the New Grant Fund Processing form in Foundation Services.

**Scope:** This procedure applies to the Director of CFR Operations and Support for submission of the New Grant Fund Processing form in Foundation Services.

**Definitions:** ***Director of CFR Operations and Support*** – central operations Director for WVUF’s Corporate and Foundation Relations (CFR) team responsible for the efficient, compliant, and documented flow of all CFR activities; ***Principal Investigator (PI)*** – lead researcher or project manager for a grant-funded project; ***Unit Business Officer*** – individual managing finances for a specific unit, specifically its operating budget, payroll, and research accounts; ***CFR Team*** – Corporate and Foundation Relations team within WVUF responsible for managing relationships and applications with external foundations; ***Vice President of Development Operations and Strategy*** – WVUF executive responsible for overseeing leadership level giving (\$1M+); ***Advancement Data Services Team*** – WVUF team responsible for processing gifts received.

#### **New Grant Fund Processing Form**

Director of CFR Operations will submit the New Grant Fund Processing form located in Foundation Services (New Request→Gifts→New Grant Fund Processing) for all corporate, foundation, and organization awards over \$10,000.

#### ***Required Information:***

- Granting Agency/Donor Name
- Constituent ID
- Is the Constituent exempt from the Advancement Fee?
- Proposed Fund Name (60 character limit)
- Award Amount
- Unit
- Department
- Fund Purpose (Restriction Notes)
- PI Name
- PI Email
- Grantee Award # (if applicable)
- Grant Start Date
- Grant End Date
- Reporting Requirements: Interim Report Date/Dates, Final Report Date if required

**Required Documentation:**

- Award Letter
- Proposal/Application
- Budget

**Yes/No Questions**

- Is the money in hand? If no, what date are the funds expected?
- Had the CFR team been previously aware of this solicitation/award?

**Additional Considerations**

- Comment box should include a comment concerning the advancement fee.

**New Grant Fund Establishment:** The New Grant Fund Processing form information and attached documents will be used by the Finance Team at the WVU Foundation to create a unique fund number for the award in Financial Edge NXT, add the unique fund number to CRM, and notify the Director of CFR Operations and Support and the PI of the unique fund number.

- Director of CFR Operations and Support will share the unique fund number and all documentation with the Executive Director of Corporate and Foundation Relations and any additional relevant parties, including but not limited to the PI, development officer, and the unit business officer.
- If the award amount is at the Leadership Level (\$1M+), the Vice President of Development Operations and Strategy, and other senior leadership team members as appropriate, must also be notified.
- Submit the Gift Intake form in Foundation Services (New Request→Gifts→Gift Intake) to alert the Advancement Data Services Team of the incoming award to ensure accurate attribution in CRM.
- Update all parties when funds are received.

**CRM Updates**

- Advancement Data Services team will add pledge information to CRM and ensure the correct distribution of funds when the award is received.
- Plan Owner in CRM will be responsible for updating the plan to ensure accuracy. This includes updating the opportunity to include the unique fund number for the award and adding the reporting steps for the award.
- The Director of CFR Operations and Support should be added as a secondary solicitor on all reporting steps.
- The plan owner will work with the Director of CFR Operations and Support to ensure the revenue is recorded properly on the plan opportunity.
- The Director of CFR Operations and Support is responsible for verifying all fund information is accurate in CRM and Foundation Services, that all necessary documentation is attached to the associated plan, and that pledge and revenue are associated correctly in the record.

Refer to the **Gift Intake and Processing SOP** for further information.