WVUF Corporate & Foundation Relations - Standard Operating Procedure

Gift Intake and Processing

Updated: February 9, 2026

Purpose: All incoming awards to the WVU Foundation (WVUF) are processed according to Advancement Data Services Team policies.

Scope: This procedure applies to all university staff, faculty, principal investigators (PIs), department heads, unit business officers, and development officers involved in the financial intake, processing, management, and expenditure review of all philanthropic gift and grant awards received from external foundations and corporations.

Definitions: *CFR Team* – Corporate and Foundation Relations team within WVUF responsible for managing relationships and applications with external foundations and corporations; *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; *Development Officer (DO)* – director of development responsible for leading and executing fundraising and donor relations efforts specifically for a particular college, school, clinical unit within the university or health system; *Unit Business Officer* – individual managing finances for a specific unit, specifically its operating budget, payroll, and research accounts; *Advancement Data Services Team* – WVUF team responsible for processing gifts received; *Vice President of Development Operations and Strategy* – WVUF executive responsible for overseeing leadership level giving ($1M+)

Award Management: Notification to Reporting

The Award Management process begins once formal notification of a corporate or foundation award has been received and continues through the full lifecycle of documentation, fund creation, expenditure oversight, stewardship, and reporting. This procedure ensures that all awards are accurately recorded, properly attributed, and administered in accordance with donor intent, institutional policy, and compliance requirements. Coordination across CFR, the PI, unit business offices, WVU Foundation Finance, and Advancement Data Services is essential to establish the fund, track expenditures, prepare required reports, and deliver timely stewardship. The following procedure outlines each step in this workflow – from initial notification through documentation, fund setup, financial review, and stewardship – to ensure consistent, transparent, and auditable management of all CFR-administered awards.

- *Centralized Point of Contact for Award Receipt*

  o The Director of CFR Operations and Support serves as the dedicated central point of contact for all incoming award notifications, agreements, and payments from corporations and foundations.
  o If a senior-level financial signatory is required, the Director of CFR Operations and Support will work with the appropriate financial signatory to manage that process to completion.

- The Director of CFR Operations and Support is responsible for ensuring prompt and comprehensive notification to all relevant stakeholders about the award's status. Within two business days of receiving the official award document or agreement, the Director will notify the PI, DO, unit business officer, and all other relevant WVU/WVUF parties via email, attaching a copy of the official document.

- *Award Processing and Documentation*

  - The Director of CFR Operations and Support submits a **Gift Intake** form via Foundation Services (New Request→Gift Intake) to alert the Advancement Data Services Team of the incoming award to ensure accurate pledge creation and award attribution in CRM.

  - The Director of CFR Operations and Support submits, if required, a **New Grant Fund Processing** form via Foundation Services (New Request→Gifts→New Grant Fund Processing). The New Grant Fund Processing form attachments should include the award letter, the proposal/application, and the budget.

  - The Finance Team at the WVU Foundation will use the information in the New Grant Fund Processing Form and attached documentation 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.

  - The New Grant Fund Processing Form then goes to the Advancement Data Services Team to create a pledge in CRM for the incoming award including, if necessary, the payment schedule based on the information outlined in the grant agreement.

  - The Director of CFR Operations and Support will send an email notification to the unit DO, Business Officer, PI, Executive Director of CFR, and other appropriate development staff that the new fund has been created including the following information: Fund Number, Fund Name, and all relevant documentation. New funds over $1M will also be shared with the Vice President of Development Operations and Strategy and other senior leadership team members as appropriate.

  - The Director of CFR Operations and Support ensures awards are promptly documented by verifying that all documentation is attached to the plan and the unique fund number in CRM, the unique fund number in Financial Edge NXT, and saved in SharePoint as backup for future use.

  - The CRM Plan Owner ensures that the donor record in CRM is updated to reflect the new award, that all relevant documents and communication are attached, and that the pledge and revenue have been associated correctly. If the pledge is not associated correctly, the CRM Plan Owner works with the Director of CFR Operations and Support to complete a Gift Adjustment Request in Foundation Services (New Request→Gifts→Gift Adjustment→Other). If the revenue is not associated correctly, the CRM Plan Owner needs to complete a Revenue to Opportunity Request in Foundation Services (New Request→Gifts→Revenue to Opportunity).

  - The CRM Plan Owner and the Director of CFR Operations and Support verify that the award received matches all accompanying documentation, such as the grant agreement or a letter from the grantor and confirms all preceding CRM plan steps are complete.

- *Expenditure Review and Monitoring*

  o The PI and the Unit Business Office are responsible for reviewing all expenditures as expenses are submitted and ensuring they reflect the expenditures in the proposed budget.

  o The Director of CFR Operations and Support is responsible for reviewing all expenditures for alignment with the proposed budget at the time of report submissions.

  o The Director of CFR Operations and Support works directly with the PI and the unit business office to correct any discrepancies that arise during expenditure reviews related to reporting if expenses do not match the approved budget outlined in the grant agreement.

- *Donor Stewardship*

  o The CFR Team ensures that standard stewardship and receipting procedures, as established by the WVU Foundation Donor Relations Office, are followed for every award received.