WVUF Corporate & Foundation Relations - Standard Operating Procedure

Grant Acceptance and Initiation

Updated: February 2, 2026

Purpose: Outline the process that takes place after a grant award letter is received through the establishment of a unique fund number.

Scope: Procedure applies to the Corporate and Foundation Relations (CFR) Team, Principal Investigators (PIs), development officers, and unit business officers involved in the administrative and financial setup following the notification of an external grant award.

Definitions: *Unique Fund Number* – distinct identifier assigned to a specific grant award within the WVUF's financial systems *CFR Team* – Corporate and Foundation Relations team within the university foundation responsible for managing relationships and applications with external foundations; *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; *Executive Director of Corporate and Foundation Relations (ED of CFR)* – CFR team lead responsible for developing, managing, and executing a comprehensive strategy to secure philanthropic support from corporations and private foundations and drives the overall CFR strategy.

Phase 1: Award Notification and Review
- *CFR Team Notification*: When an award notice is received from corporations, foundations, or organizations, the CFR Team will formally notify all relevant parties, including but not limited to the PI, the 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.
- *PI Forwarding*: If the award notice is received directly by the PI or DO, it needs to be immediately forwarded to the CFR Team via grants@wvuf.org email address for Agreement Review.
- *Agreement Review:* The CFR Team will review the award agreement, collaborating with legal counsel, if necessary, to fully vet all terms and conditions, including but not limited to:
  - Reporting requirements
  - Budget restrictions
  - Intellectual property clauses
  - Jurisdiction
- *Finalizing the Agreement*: If any changes are required, the Executive Director of CFR or the designated CFR team member will communicate directly with the grantor and notify the PI. After final approval is received, a member of the CFR Team will initiate the signatory process for the award agreement and return the signed document to all relevant parties, including the grantor. *Refer to the **Signatory Process SOP** for more information.*

Phase 2: Grant File and Financial Setup

- **Record Keeping**: A comprehensive grant file will be created in the WVU Foundation's Customer Relationship Management Software (CRM) within the appropriate constituent record by the CRM plan owner, as well as in the financial software system by the CFR Director of Operations and Support, to ensure accuracy across all systems. A backup of these documents will be housed on the CFR Team SharePoint. These documents include, but are not limited to:
  - Proposal
  - Budget
  - Award Letter
  - Post Award Document
  - Relevant correspondence
- **Fund Establishment (Over $10,000):** After ensuring all requirements are met, the Director of CFR Operations and Support will submit a request to establish a unique grant fund for awards over $10,000 by submitting a New Grant Fund Processing request via Foundation Services (New Request→Gifts→New Grant Fund), to ensure accurate tracking of all expenditures. *Refer to the **New Grant Fund Processing SOP** for more information.*
- **Fund Allocation (Under $10,000)**: If the $10,000 threshold is not met, the Director of CFR Operations and Support will work with the unit's business office to identify a fund for allocation.
- **Gift Processing Preparation:** The Director of CFR Operations and Support will submit a Gift Intake form in Foundation Services (New Request→Gifts→Gift Intake) for the incoming award, and communicate with the unit business officer, who will then create a new task in WVU's Mountaineer Administrative Processes system for the award to ensure accurate reporting.
- **CRM Update:** The plan owner in CRM is responsible for updating the plan to ensure accuracy. This includes updating the opportunity with 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 and will be responsible for updating plan steps related to reporting activity throughout the life of the grant.