GIFT LETTER TEMPLATE

[DONOR NAME & ADDRESS

OR USE DONOR LETTERHEAD]

Insert date

Tamara Michel Josserand

Vice President for Development

University Advancement

University of Washington

Box 351210

Seattle, WA 98195-1210

[Donor name] (“Donor”) wishes to provide an unrestricted gift in the amount of $xxx to the University of Washington ("UW'). Funds will be used to support research in topic/area, such as that conducted by <insert lab name and/or research group name>, in the Department/School in the College of Engineering, which shall be the beneficiary of this gift.

The acceptance of this gift is based on these mutual understandings of the following gift conditions:

* This gift is provided with the understanding that it does not grant the Donor(s) any real or perceived influence over the structure, process, content, or outcomes of the University’s academic or research activities.
* All intellectual property or data resulting from the use of this gift will be retained by the University of Washington.
* The UW reserves the right to make or permit to be made scholarly disclosures of the results of any research supported by these funds, including without limitation, publication in scholarly journals, presentations at academic and other conferences, public dissemination of software code, disclosures to UW and non-UW scholars, and disclosures in grant and funding applications.
* The management and expenditure practices and any assessment applied to this gift, shall be done in accordance with University policies and procedures. The donor understands that a 5% gift assessment will be applied to this gift.
* Any narrative and budget related to this gift are to be viewed as descriptive, rather than prescriptive, of the work that may be done under the general purposes presented. Periodic narrative and financial summary reports to the Donor, if requested, should reflect a general accounting of the progress, accomplishments and funds spent. Financial reports are not expected to include a line-item reconciliation.
* As activity progresses, aspects related to budget and staffing may change and the manner in which the activity is carried out may evolve while continuing to pursue the goals of the work. So long as the gift funds are being used for the general goals and objectives outlined herein, considerable latitude in the specific expenditure of funds is expected. Gift funds will not be returned.

The Donormay include a factual statement about this gift in its periodic public reports and may also refer to the gift in a press release approved by the UW. However, except as otherwise provided in this paragraph, the Donorwill not use the name of any UW faculty member, employee, or student, or any trademark, trade name, or symbol of the UW without prior written consent.

This letter will be considered a separate agreement, and the gift funding will not be governed by any other Purchase Order Terms or Conditions.

This Agreement constitutes the entire agreement between the parties, and supersedes all prior oral or written agreements, proposals, commitments, or understandings concerning the matters provided for herein.

## **I have read and acknowledge the terms of the above Agreement.**

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Donor SignatureDate

Name

Title

*Signed on behalf of the University of Washington.*

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Tamara Michel Josserand Date

Vice President for Development

University Advancement

University of Washington