



THE GEORGE
WASHINGTON
UNIVERSITY
WASHINGTON DC

Responsible University Official:
Director, Financial Reporting and
Analysis
Responsible Office: Financial
Reporting, Office of the Comptroller
Origination Date: October 1, 1998

FOREIGN GIFTS AND CONTRACTS DISCLOSURE POLICY

Policy Statement

Departments, offices, schools or other units receiving gifts of any value from a foreign source promptly must report such gifts to the Office of the Vice President for Development in accordance with the [Gift Processing Policy](#), and promptly must report all contracts of any dollar value with foreign sources to Financial Reporting in the Office of the Comptroller.

Reason for Policy/Purpose

The Higher Education Act of 1965 (HEA) requires institutions that receive a gift from or enter into a contract with a foreign source, the value of which is \$250,000 or more considered alone or in combination with all other gifts from or contracts with that foreign source within a calendar year, to file a disclosure report with the Department of Education. Failure to file a disclosure report could result in civil action and assessment of costs against the University by the federal government.

Who Needs to Know This Policy

Faculty and staff

Table of Contents	Page #
Policy Statement	1
Reason for Policy/Purpose	1
Who Needs to Know This Policy.....	1
Table of Contents	1
Policy/Procedures	2
Website Address	2
Contacts.....	2
Definitions.....	3
Related Information	3

FOREIGN GIFTS AND CONTRACTS DISCLOSURE POLICY

Who Approved This Policy	4
History/Revision Dates	4

Policy/Procedures

The University must submit a foreign source gift and contract disclosure report to the Secretary of the Department of Education's Federal Student Aid (FSA) Case Management Team no later than the January 31 or July 31 (whichever is sooner) following the receipt of the foreign gift or execution of a contract with a foreign source valued at \$250,000 or more. A gift or contract meets the \$250,000 threshold either alone or when considered in combination with all other gifts from or contracts with that foreign source within a calendar year.

So that the University can comply with the HEA reporting deadline, gifts and contracts across the University must be aggregated properly to evaluate whether the reporting threshold has been met. Accordingly, departments, offices, schools or other units receiving **gifts** of any dollar value from a foreign source promptly must report such gifts to the Office of the Vice President for Development at (202) 994-0565 in accordance with the [Gift Processing Policy](#), and promptly must report all **contracts** of any dollar value with foreign sources to Financial Reporting in the Office of the Comptroller at (703) 726-4200. In consultation with the Development Division Financial Reporting will prepare and submit all foreign source gift and contract disclosure reports to FSA.

To enable the University to report accurately to the FSA, the department, office, school or other unit must provide specific information for each gift and contract. Foreign gift and contract required information is available at <http://www.gwu.edu/~gwco/officestaff-adminprocedures.html>.

This policy applies to gifts to the University. Restrictions and requirements regarding gifts to individuals are covered in the [Conflict of Interest Policy for Non-faculty Employees](#) and the [Policy on Conflicts of Interest and Commitment for Faculty and Investigators](#).

Website Addresses for This Policy

[GW University Policies](#)

Contacts

Subject	Contact	Telephone
Reporting Foreign Gifts	Office of the Vice President for Development	(202) 994-0565

FOREIGN GIFTS AND CONTRACTS DISCLOSURE POLICY

Reporting Foreign Contracts

Financial Reporting,
Office of the Comptroller

(703) 726-4200

Definitions

Contract	Any agreement for the acquisition by purchase, lease, or barter of property or services by the foreign source for the direct benefit or use of either of the parties.
Foreign Gift or Contract	A gift or contract received from or entered into with a Foreign Source.
Foreign Source	A foreign source may be any of the following: A foreign government or any agency thereof; a legal entity (governmental or otherwise) created under the laws of a foreign state; an individual who is not a citizen or national of the United States or a trust territory or protectorate thereof; or an agent acting on behalf of a foreign source.
Gift	Per 20 U.S.C. §1011f, the term gift means any gift of money or property to the University. Gifts may be unconditional/unrestricted, or conditional/restricted.
Restricted or Conditional Gift or Contract	Any endowment, gift, grant, contract, award, present or property of any kind which includes provisions regarding: <ol style="list-style-type: none">1) The employment, assignment or termination of faculty;2) the establishment of departments, centers, research or lecture programs, or new faculty positions;3) the selection or admission of students; or4) the award of grants, loans, scholarships, fellowships, or other forms of financial aid restricted to students of a specified country, religion, sex, ethnic origin, or political opinion.

Related Information

[Foreign Gifts and Contracts Required Information](#)

[A Brief Primer on Doing Business Abroad: U.S. Laws that Affect GW's International Activities](#)

[Anti-Money Laundering Policy](#)

[Conflict of Interest Policy for Non-Faculty Employees](#)

[Gift Acceptance Policy](#)

FOREIGN GIFTS AND CONTRACTS DISCLOSURE POLICY

[Gift Processing Policy](#)

[Policy on Conflicts of Interest and Commitment for Faculty and Investigators](#)

[Research Grants and Contracts Definition](#)

[Signing of Contracts and Agreements Policy](#)

Higher Education Act of 1965, 20 U.S.C. §1011f

Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer
Beth Nolan, Senior Vice President and General Counsel
John Kudless, Interim Vice President for Development

History/Revision Dates

Origination Date: October 1, 1998

Last Amended Date: September 11, 2009

Next Review Date: November 1, 2010