



**THE GEORGE  
WASHINGTON  
UNIVERSITY**  
WASHINGTON, DC

**Responsible University Official:**  
Director, Financial Reporting and Analysis  
**Responsible Office:** Financial Reporting,  
Office of the Comptroller  
**Last Revised Date:** November 11, 2011

## **FOREIGN GIFTS AND CONTRACTS DISCLOSURE**

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### **Policy Statement**

Departments, offices, schools and 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 and Alumni Relations in accordance with the [Gift Processing Policy](#). Upon execution of a contract, departments, offices, schools and other units also must report promptly all contracts of any dollar value with foreign sources to Financial Reporting in the Office of the Comptroller.

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### **Reason for Policy**

The Higher Education Act (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 disclosure reports with the U.S. Department of Education. Failure to file disclosure reports could result in civil action and assessment of costs against the university by the federal government.

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### **Who is Governed by this Policy**

Faculty and staff

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## Policy

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The university must submit a foreign source gift and contract disclosure report to 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 of money or property 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.

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.

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## Definitions

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**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:

- A. The employment, assignment or termination of faculty;
- B. The establishment of departments, centers, research or lecture programs, or new faculty positions;
- C. The selection or admission of students; or
- D. 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.

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## Procedures

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[Required Information for Reporting Foreign Gifts and Contracts](#)

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## Related Information

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[Anti-Money Laundering Policy](#)

[Categorization of External Funding Policy](#)

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

[Gift Acceptance Policy](#)

[Gift Processing Policy](#)

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

[Section 117 of the Higher Education Act](#)

[Signing of Contracts and Agreements Policy](#)

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## Contacts

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Contact	Telephone	Email
Financial Reporting, Office of the Comptroller	571-553-4079	<a href="mailto:seamanj@gwu.edu">seamanj@gwu.edu</a>
Office of the Vice President for Development and Alumni Relations	202-994-6415	<a href="mailto:gwgifts@gwu.edu">gwgifts@gwu.edu</a>

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## Document History

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- **Last Reviewed Date:** March 29, 2018
- **Last Revised Date:** November 11, 2011
- **Policy Origination Date:** October 1, 1998

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## Who Approved This Policy

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Louis H. Katz, Executive Vice President and Treasurer

Aristide Collins, Vice President for Development and Alumni Relations

*This policy, as well as all [university policies](#), are located on the [Office of Compliance's](#) home page.*