

<p style="text-align: center;">University of Dallas</p>	<p style="text-align: center;">Development &amp; University Relations</p> <p style="text-align: center;">Solicitation Policy</p>	<p>POLICY AVS          Responsible Executive:          Vice President for Development &amp; University Relations          Responsible Office:          Office of Development &amp; University Relations          Issued: 9.28.22          Revised: n/a</p>
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**1. PURPOSE**

The University of Dallas ensures that all Prospective External Funders are solicited in a coordinated manner across the University community, in compliance with the UD gift acceptance policy, proper University accounting and legal principles and in support of strategically advancing the University's academic mission.

- 1.1. Scope. Any activity in which the University enters into a contractual agreement, will act as the fiscal agent, will be liable for the expenditure of funds or use of property and required to maintain accurate accounting of the same, and/or will receive funding from an entity outside of the University of Dallas is subject to the requirements of this Policy, regardless whether the project will be conducted by faculty, staff, students or university volunteers or partners.

1.2.

**2. GENERAL SOLICITATION POLICY**

The Office of Development and University Relations coordinates all solicitation activity on behalf of the University of Dallas. Any member of the University community wishing to engage in solicitation activity must obtain clearance in advance of any planned contact (mail, telephone, email, personal visit or other) from the Office of Development and University Relations.

- 2.1. Grants and contracts. Research and teaching grants and contracts are distinct forms of solicitation activities but still must be coordinated through the Office of Development and University Relations because they are subject to preaward review of contractual obligations made on behalf of the University. The preaward process will be coordinated by the Office of Development and University Relations in close coordination with the Office of the Provost, Finance and General Counsel.
- 2.2. Right to refuse gifts. The University reserves the right to refuse any gift that:
  - 2.2.1. Violates local, state or federal law;
  - 2.2.2. Violates UD policies or procedures;
  - 2.2.3. Is too difficult or expensive to administer;
  - 2.2.4. Could create unacceptable risk or liability for the University, or cause the University to incur future unanticipated expenses;
  - 2.2.5. Is inconsistent with the University's mission;

- 2.2.6. Involves unlawful discrimination;
- 2.2.7. Could damage the reputation of the University;
- 2.2.8. Might jeopardize the University's tax exempt status;

3.