

**Guidelines
for
The George Washington University Medical Center
Endowment Process**

The following instructions are designed to walk individuals and departments through the new forms and requirements established by the GW University and Medical Center as they pertain to endowments. To simplify this process, there is now one form for making an endowment request. To ensure that the specific requirements of the Medical Center are met by this form, we have included instructions for each line of that form. Please note that the pre-approval process by the VPHA is mandatory.

The responsible parties are accountable for identifying that the intent of the donors are met, submitting the budget for the endowment and the submission of the “Endowment Request Form” and all attachments.

The Endowment Request Form will be used for ALL endowment requests so that endowment income is expended according to the budget and the instructions of the donor in conjunction with the goals and objectives of The George Washington University Medical Center. Endowment types and the responsible parties are as follows:

<u>Type</u>	<u>Responsible Party</u>
Professorships	VPHA
Fellowships	Dean
Educational Support	Dean
Research Support	Dean/ VP Research
Lectureships/Visiting Professorships	Department/VPHA
Prizes/Scholarships/Student Aid	Dean’s Office
Library	Library Director
Plant/Equipment	Facilities Director
Other	As assigned by VPHA

Please note that endowment income will only be distributed to departments after all the paperwork is submitted and approved. All expenditures must be processed through University Supply Chain.