



Office of Sponsored Projects & Industry Partnerships

Sponsor Type Process Guide

Office of Sponsored Projects & Industry Partnerships
One Cyclotron Road, MS46R0125 Berkeley, CA 94720 USA

September 16, 2009

Sponsor Type

What type of non-federal entity is the sponsor? The type of entity is a major factor in determining which non-federal agreement should be offered to the sponsor and if the Federal Administration Charge can be waived

If this is a new sponsor, the OSPIP CO should also send a domestic company sponsor a [Representation and Certification](#) form (Exhibit G) as support for the type of entity the sponsor is. The Representation and Certification form along with the [Request for New Sponsor Code](#) Designation & Customer Setup is required to [Setup a New Sponsor in RAPID](#).

If the non-federal sponsor is a nonprofit organization the OSPIP CO accesses the Non-Profit Organization lookup on [MelissaData.com](#) to ascertain if the sponsor has nonprofit status. If the sponsor is not in MelissaData, then a copy of the IRS Determination Letter is required from the sponsor, along with the Repts and Certs.

All sponsors are required to be setup in OSPIP's enterprise system (RAPID) **BEFORE** the proposal is submitted to the Sponsor. See RAPID Topic: [Requesting a Sponsor](#).