

Checklist for receiving a donation

Description	Who does what	Done
Risk assessment of the donor	REIS + Dept	
Contact the President, the Deputy Vice President concerned and the Head of department for their approval	REIS	
Write a deed of gift using a template	REIS + Dept	
Review by the donor	Dept	
Request a registration number from the registrar	REIS	
Print the deed of gift in duplicate on archival paper	Dept	
Send the deed of gift in duplicate to the donor including a pre-paid envelope for the reply	Dept	
Signing in accordance with the Decision-Making and Delegation Procedure for Stockholm University	Dept + REIS	
Send one original to the donor	Dept	
Send one original to the archive	REIS	
Save one copy each of the deed of gift	REIS + Depart	
Information about the donation is mailed to the Senior Management Team of SU	REIS	
Request a project setup from the Finance Office via the service portal	Dept	
Department and the researcher make a draft for a thank you letter, send to REIS	Dept, researcher + REIS	
The thank you letter is signed by the President and then sent to the donor. Send a copy to the archive	REIS	
Communicate about the researcher/purpose and the donation	Dept, researcher + Comm	
Follow-up, activity to thank the donor	Dept + REIS	

REIS: Office for Research, Engagement and Innovation Services

Dept: Department

Comm: Communications Office