

SPONSORSHIPS REVIEW PROCESS

NOTE: ALL SPONSORSHIP REQUESTS REGARDLESS OF AMOUNT MUST BE SUBMITTED TO THE SPONSORSHIP E-PORTAL

TOTAL VALUE OF REQUEST

OUTCOME

- | | |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>2 \geq \$20,000.....</p> | <p>(A) REVIEW BY SPONSORSHIP COMMITTEE;
 (B) IF VALID, REVIEW BY SPONSORSHIP COMMITTEE CONVENERS;
 (C) IF STILL VALID, REVIEW BY PRESIDENT’S CABINET;
 (D) RECOMMENDATION TO REQUESTING UNIT</p> |
| <p>3 $<$ \$20,000 BUT $>$ \$10,000</p> | <p>(A) REVIEW BY SPONSORSHIP COMMITTEE
 (B) IF VALID, REVIEW BY SPONSORSHIP COMMITTEE CONVENERS
 (C) RECOMMENDATION TO REQUESTING UNIT</p> |
| <p>4 \leq \$10,000.....</p> | <p>NO CENTRAL REVIEW—<u>UNLESS</u> MULTIPLE UNITS’ PARTICIPATION IN A SINGLE SPONSORSHIP CAUSES THE COMBINED TOTAL OF SUPPORT TO EXCEED \$10,000; IF TOTAL EXCEEDS \$10,000,
 2 OR 3 WILL APPLY</p> |

Funding Guidelines

1. A majority of sponsorship support must be directed to events supporting the University’s core goals: teaching and learning; research and innovation; and outreach and engagement.
- 2** A request for any sponsorship whose total equals or exceeds \$20,000 requires approval by the President’s Cabinet.
- 3** Requests for sponsorships whose total exceeds \$10,000 will be assessed by a Sponsorships Committee, convened by the Offices of Academic Affairs, Advancement, Outreach and Engagement (O&E), the President (OTP), and the Wexner Medical Center, and consisting of representatives from Academic Affairs; Advancement; Arts and Sciences; Athletics; Business and Finance; Comprehensive Cancer Center; Diversity and Inclusion; Engineering; Food, Agricultural and Environmental Sciences; Government Affairs; Outreach and Engagement; Student Life; Trademark and Licensing; and the Wexner Center for the Arts.
- 4** At its discretion, a unit may support a sponsorship of \$10,000 or below, though such sponsorships still must be submitted to the e-portal (see “Procedures” above). If multiple units participate in a single sponsorship such that the combined total of their support exceeds \$10,000, that sponsorship will be assessed by the Sponsorships Committee.