THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Development	**Number:**	602.9
		Revised:	
SUBJECT:	Development Research	**Date Issued:**	7/15/91
		Attachment(s)	1
APPLIES TO:			
ISSUED BY:	Office of the Vice President for Development		

I. Purpose

The Office of Development Research provides confidential research and information on donors and donor prospects to bona fide members of the University development community. It also maintains a central file of historical information on major donors and donor prospects.

II. Policies

A. Donors and donor prospects include individuals, corporations, foundations and other entities capable of providing philanthropic support to the University.

B. Research activities range from full reports to specific items of information.

C. Research activities may be requested by development officers or their representatives. Research services are not performed for non-development purposes.

D. Research requested by the central Office of Development takes priority over that requested by other units.

E. Information from the Central File is available to development officers or their representatives.

III. Procedures

A. Full Research Report

To request a full research report, complete a formal request sheet and submit to Development Research, 330 E. Liberty, Suite 4A

B. Specific Inquiries

Specific items of information (i.e., those not requiring a full research report) may be requested by memo, MTS Message System, or phone (998-7750).

C. Central File

Information from the Central File may be requested by phone (Central File: 998-7762).

Individual Request

- CONFIDENTIAL -

(PLEASE TYPE OR PRINT ALL INFORMATION) Name:_____, _____, ____ Last First MI	Residence:_____ _____ _____ _____
GIVE KNOWN INFORMATION IN THIS COLUMN Known Title & Business Information	SPECIFY NEEDED INFORMATION IN THIS COLUMN Professional/Business Information Needed Yes ___ No ___ Confirm the following ____
Known Financial Information	Financial Information Needed Yes ___ No ___ Confirm the following ____
Known U-M Ties	U-M Ties Needed Yes ___ No ___ Confirm the following ____
Other Known Information (Civic, Philanthropic, Familial, etc.)	Other Information Needed (Civic, Philanthropic, Familial, etc.) Yes ___ No ___ Confirm the following ____
SPECIFY KIND OF RESEARCH DESIRED Preliminary Information Only ____ Profile _____ Report _____ Update Existing Research _____ Copy of Existing Research Acceptable _____ Specific Information Only _____ (Please describe in appropriate areas above)	Submitted by _____ Source _____ Send to _____ Priority by _____(date) or as scheduled Received _____ Assigned _____ Due _____ Researcher _____