

THE UNIVERSITY OF
TEXAS
AT AUSTIN



THE UNIVERSITY OF TEXAS AT AUSTIN
UNIVERSITY DEVELOPMENT OFFICE

VI 500
Endowments on VIP

<https://utdirect.utexas.edu/vipdirect>

VIP Direct

Dear User,

Please review the following security guidelines for Alumni and Donor Information. You must agree to these guidelines before accessing VIP.

Thank you.

CONFIDENTIALITY OF ALUMNI AND DONOR INFORMATION

By accessing this information, I agree to the following guidelines:

1. I acknowledge that as a data custodian of U. T. Austin, I have been assigned duties that will bring me in contact with Information or information resources that are of value to the University and require confidentiality and protection.
2. I acknowledge that I am required to uphold university policies and standards to safeguard the information and associated resources that are entrusted to me or with which I have contact.
3. I acknowledge that all Information contained within VIP is highly confidential and to be used only for University of Texas alumni relations and development activity.
4. I will not distribute, disclose or share alumni or donor information with persons external to The University of Texas or unauthorized University personnel in any form (written, electronic, oral, etc.) without prior approval of the data owner.
5. I will dispose of all information and data in an Irretrievable manner, such as shredding hard copies of reports or deleting electronic files, emails and archives from computer and storage devices.
6. I agree to report violations of policies, standards, procedures, or guidelines that come to my attention to my supervisor and/or the Information Security Office.
7. I understand and agree that violations of University of Texas policies, standards, and procedures pertaining to data custodians of U. T. Austin information resources and confidential information shall be subject to disciplinary action up to and including termination.

I AGREE | By selecting this option, I acknowledge my awareness of and concurrence with this responsibility.

I DO NOT AGREE | I do not wish to have such responsibility.

If you have any questions or concerns with the above guidelines, please feel free to direct your inquiries to Cesar De La Garza in the Office of Development.

VI 500 – Endowments on VIP Direct

Introductory Materials

Back of cover page	VIP Confidentiality Statement
Contacts	Who does what on our team
Endowment Fundamentals	Basics and Glossary
Outline and Funding Level Chart	from Dev Direct Online

VIP Direct Endowment screens

• Find by Alpha	Standardized short title.....	Flawn
• Find by Criteria	Mini-RW	Totals (4%),Basic List, Finance
• Find by ID	Donor/Recipient	Peter Flawn
• Find by Unit key	Multi-Entity (Corp) Donors	Shell Oil, 69
• Find by Income Acct	*DEFINE acct	30210741
Don't forget: Help at the top right , it provides definitions & descriptions of each page!		
• Main Information ¹	Establishment	57104572 Bates EPS
• Principals	Who funded/is honored.....	ibid
• Criteria and Remarks ³	Donor criteria & notes.....	ibid
• Gifts+ to Endow ²	Summaries & Sort	DiNino Chair, 57103449
Pledges and Planned Gifts; see Help for Incomplete Gifts definition, esp. for older endows		
• Recipients	who receives appt/schol	57104572
Auto Loads SS1 & SS2 weekly; VIP BLINK Registrar updates student addresses twice a year		
• Annual Letters	Faculty+ Letters	Flawn Chair 57100721
• Financial Summary	Distribution history	DiNino Chair 57103449
• Balance-Ratio Summary	On-the-fly report	ibid
• Endow Info Summary	Most endow info on one page, except financial summary	ibid
• Balance-Ratio Report	Your CSU-specific access.....	PDF to Webspac
• Endowment Report Writer	A glorious thing!	more in VI 510
• VIP Related Links	Legacy Project.....	public web site/Giving UT

Supplementary Materials

- ¹ **Official Handling Code** – listed by groupentry *Main Info*; selection option on *Find by Criteria*
- ² Gift and Endowment 30-Account Handling Procedures includes acct types & CSU holding accts
Highly recommended-- **VI 504 Endowment Gift and Expenditure Compliance Training** optional module
on University Compliance Services web site: <http://www.utexas.edu/compliance/training/>
- ³ **Donor Criteria Codes** – listed by groupentry *Criteria/Remarks*; selection option on *Find by Criteria*
- Known Quirks Mono-space font requirement for paragraph field entry
- FRMS Scholarship Document Display (CSU specific) sample 3072793870 Bates EPS
- GB1** *DEFINE Display (CSU specific) sample..... ibid
- Security Authorization Levels None, View, Edit CSU, Edit VP-Provost, Edit endow staff
- Helpful URLs pertinent web sites at UT Austin, UT System, & UTIMCO

Updated 4/23/2013

Contact Information - Endowment Services & Compliance Team

Who	Main Duties	E-mail*	Phone
Jamie Cantara Director	ESC Team Management; Negotiation between UT System & gift officers; Endow establishment document processing; UT Compliance Committee liaison; Endow policy & procedure decisions	jcantara	232-5577
Brian Willey Assistant Director	Naming of Facilities & Programs; Liaison between UT & UT System; Naming requests, gift values, & gift agreements review. Benefactor reporting oversight and endowment submission.	bwilley	475-9676
Jenny Chang Training & Resource Coordinator	Training & Authorizations on VIP Endow, DBINFO, Cognos Endow, EChO & UTIMCO; Dev Direct endow resource & VIP help docs; Facilitation for improvement, design, & testing on VIP, Cognos, & EChO systems	jchang	475-9605
Lainie Etie Traffic Coordinator	Half-time Administrative support, primarily with paper & electronic file maintenance	lainie	475-6079
Daytha Hulion Creation Program Coordinator	Gift transfers & new endowment account set up with UT System & UT Acctg, primary on new endowments creation tracking , Scholarship Coordinator group contact, Files & records management	dhulion	471-8019
Amanda Garrett Benefactor Reporting Specialist	Benefactor Reporting & Recognition Projects (O'Donnell, UTIMCO, Annual Letters, & EPS); VIP Principal updates	agarrett	475-8678
Christie Schoenrock Compliance Program Coordinator	Compliance monitoring, tracking, & reporting projects (EChO oversight); VIP donor criteria review; VIP Recipient verification	cschoenrock	471-4962
Katy Wilson Dev Associate	Administrative support, primarily for Jamie and Brian. Calendar coordination, correspondence, project assistance	katy.wilson	475-9615
Kim Wisner Dev Specialist	Administrative support, secondary on new endowments creation tracking & primary entry on VIP	kim.wisner	475-9616

*E-mails are _____@austin.utexas.edu

Updated 2/11/2014

UT Austin Endowment Fundamentals

What are Endowments?

- A significant gift (\$10,000 minimum) with a legal requirement of perpetual investment, meaning the gift itself is never spent
 - Donors determine purpose and benefiting area of the university, and also may include restrictions or preferences for usage and recipient selection
 - Earnings from the investment are distributed quarterly to the CSU for usage based on BOR-approved payout rate of between 3.5% and 5.5% of market value. Separately-invested assets and external foundations (e.g., Law & LBJ) are exceptions.

History and Impact

- The first endowment at UT Austin was created in 1898 and total count of endowments were less than 500 before the UT Centennial in 1983.
- Intentional endowment growth programs between 1983-1985 increased the count to 1,500 and special matching programs in 1995 increased them to 2,500.
- The 1997-2004 capital campaign increased endowments to over 4,000 individually-named endowments.
- Endowment growth continues and counts are almost 5,000, with an LTF market value approaching \$3 billion and LTF distributions nearing \$180 million for 2011-12.

Compliance Essentials

- Accept a legal and practicable endowment agreement
- Ensure accurate gift entry and prompt investment of gifts
- Spend distributed payout in accordance with donor agreement
- Report to donors annually

Glossary

- 30-account – when linked to an established endowment, this income account receives distribution on the investment from which expenditures can be made; these accounts are assigned by UT Austin
- 57-account – the account for established endowments to receive gifts for investment by UTIMCO; these accounts are assigned by UT System
- Book Value – Amount of cash and non-cash gifts plus reinvestment held for investment
- Market Value – Amount of endowment worth, calculated as Long Term Fund units at current market rate monthly by UTIMCO
- BOR – UT System Board of Regents, who institute policies, rules and regulations
- Compliance Ratio – the balance to payout ratio is calculated like this: Free Balance divided by Payout distribution (the closer the ratio is to zero, the better)
- CSU – college/school/unit used in VIP to identify area/s benefiting from an endowment
- DCC – donor criteria codes, coding applied to endowments based on the usage criteria or preferences donors have imposed on endowments
- DSG – designation codes used within VIP Direct to identify the specific Department benefiting from an endowment

UT Austin Endowment Fundamentals

- EPF – Endowed Presidential Fellowships, a higher minimum funded graduate fellowship with specific criteria and stewardship from UT President
- EPS – Endowed Presidential Scholarship, a higher minimum funded scholarship with specific criteria and stewardship from UT President
- GAP – Gift Acceptance Policy established by UT System that outlines how gifts to the University are received
- LTF – long term fund, the investment pool for endowments held by BOR and managed by UTIMCO
- Principals – donors, honorees, and family or representatives associated with the establishment and funding of an endowment
- Recipients – students and faculty receiving endowment funds
- SHC – special handling codes, coding to group endowments not already categorized using standard endowment elements
- UTIMCO – University of Texas Investment Management Company, handles the investment of endowments and other funds on behalf of all UT System Components
- VIP Direct –UT Austin database of alumni and donor data that includes endowment information

Endowment Services and Compliance

(excerpt from Dev Direct)

Director: Jamie S. Cantara, Ph.D.
 Phone: 512/232-5577
 Email: jcantara@austin.utexas.edu

Note: **Blue text** indicates another document with additional detail is available. **Red text** indicates a template document that may be opened and “saved as” for editing by development operations staff.

1-Scope and Oversight

Endowment services overview, including descriptions of governance, board of regents approval-required items, compliance monitoring, and donor reporting.

Approval submission of gifts of real estate, bequests, and trusts of \$1,000,000+ for all of UT Austin.

2-Electronic References

Web site addresses (URL) of pertinent sources, i.e., VIP, UTIMCO, and UT System

3-Endowment Establishment Approval Process

The **minimum funding levels** by endowment type (purpose) are set by the UT System Board of Regents. These levels are current as of September 1, 1997.

Endowment Type	Minimum Gift	Establishing Guidelines	Using Distributions
Distinguished University Chair	\$3,000,000	Creating Faculty	Using Faculty*
Chair	\$ 1,000,000		
Professorship	\$ 300,000		
Faculty Fellowship (no longer pursued, see * below)	\$ 150,000		
Endowed Presidential Fellowship (EPF)	\$ 100,000	Creating EPS/EPF	Using EPS and EPF
Endowed Presidential Scholarship (EPS)	\$ 50,000		
Graduate Fellowship	\$ 50,000	Creating Student Support	Using Student Support
Undergraduate Scholarship	\$ 25,000 - 50,000		
Graduate Research	\$ 40,000		
Undergraduate Research	\$ 20,000		
Program Support	\$ 25,000 – 50,000	Creating Programs and	Using Programs and

Endowed Book Fund	\$ 10,000	Collections	Collections
-------------------	-----------	-------------	-------------

***How to use distributions** from the following faculty endowments are included as categories in VIP Direct and in the corresponding Using Faculty document.

1. Faculty Fellowship endowments may be established at a donor's request, however, ceased being actively pursued as of September 2007.
2. Visiting Professorship, last funded in 1985 at \$50,000 minimum, is no longer recognized for new endowment establishment.
3. Lectureship, last funded in 1989 at a \$20,000 minimum, is no longer recognized for new endowment establishment.

Submit documentation drafts to Endowment Service Director or Associate Director *prior* to donor signing and submit signed documents to Endowment Services, *not* the President.

Endowment Agreements (aka, Donation Instruments, Donor Agreements, and Charters) begin with one of the following templates to ensure legal validity (including endowment-specific paragraphs), based on the type of gift coming in.

Template – Outright Gift – for a fully-funded gift by donor/couple/entity

Template – Gift and Pledge – for gift with pledge, matching, other funding

Template – Quasi with Permanent –for gifts that are both endowment-directed by a donor (or donors) and gifts that are administratively directed by a Dean, Director, or other Unit head.

Template – Quasi – for gifts that are administratively directed by a Dean, Director, or other Unit head, generally signed by that Unit Head and to include endowment-specific paragraphs

Public announcement cannot be made until approval is granted by UT System.

4- Investment and Distribution Policies

UT BOR-held and Externally-held investments explanations

UTIMCO Long Term Fund investment policy

5-Usage and Compliance of Endowment Distributions

Reference minimum funding chart above

6-Endowment Benefactor Stewardship

EPS/F Program letters, recognition, and annual event

Annual Letters Project

Annual UTIMCO Financial Statements Project

Special Projects

Please contact Jamie Cantara at 232-5577 (jcantara@austin.utexas.edu) for clarification and updates in content to endowment documents.

--updated 2/11/2014

Special Handling Codes by Group

CSU			
1	BHP	Endowments in McCombs School of Business that can benefit students in Business Honors	
2	BMF	Business Matching Fund programs, includes 1999 McCombs matches	
3	BSF	Includes unrestricted funds from the Business School Foundation	
4	FOA	Includes funds from the Friends of Alec program in the College of Engineering	
5	HNT1	Woody L. Hunt 2-1 match for Business Honors Program EPS, Jan 2013-Dec 2017	added 5/7/2014
6	HNT2	Woody L. Hunt 2-1 match for Excellence Funds in Business Honors Prgm, Jan 2013-Dec 2017	added 5/7/2014
7	JMF	Jackson School Match Program for student benefit matches gifts of \$25,000 to \$100,000 1 for 1; Jan 2008 - Dec 2013	updated 3/28/2013
8	KDF	Kodosky Foundation match program for Computer Science gifts of \$12.5k to \$100k, between Jan 2008 and Dec 2013	added 5/1/2014
9	KLE	KLE Foundation matching program in Natural Sciences began 2007-8	
10	MCHY	McCombs endowments that include corporate donors and major gift honorees	added 10/6/11
11	MCRM	McComb's Corporate Relationship Management Team endowments	added 9/1/09
Donor			
12	CFCC	Engineering chairs managed under the Cockrell Fdn Consolidated Chair -57103908 and 5799 subsid accts	
13	CFDC	Engineering chairs managed under the Cockrell Fdn Consol Dept Chair - 57104152 and subsid accts	
14	LNW	Created with, matched by, or includes President's discretionary funds from Longhorn Network proceeds (started in 2011)	added 1/27/12
15	LONG	Endowments to which Joe R. and Teresa Lozano Long have contributed (does not include pending planned gifts)	
16	OD1	O'Donnell funded endowments not within a specific funding program	
Finance			
17	LTT	Less than \$10,000 of permanent gifts in a quasi endowment or quasi gifts in a perm endow. After limit, new acct required.	added 9/12/2013
18	MLT1	Endowments with more than one 30-account that benefit multiple CSU/DSG's	added 9/21/11
19	MLT2	Endowments with more than one CSU/DSG coded for reference purposes only	added 9/26/11
20	PQ	Permanent with a linked quasi account for one endowment; add QR or QU, also	amended 5/14/2013
21	QR	Quasi endowment established by admin decision with restricted funds; invests like a perm endow and can be dissolved	replaced Q 5/14/2013
22	QU	Quasi endowment established by admin decision with unrestricted funds; invests like a perm endow and can be dissolved	replaced Q 5/14/2013
23	SH30	Income account is shared by multiple endowments	
24	TERM	An endowment that will terminate after a specified time	added 9/30/11
General			
25	ANF	Annually funded position; not an endowment but BOR has been approved to operate with an endowment-type purpose	

5/15/2014

X-Archive houses codes that are in use, static, and no longer applied

1

Special Handling Codes by Group

26	EPF	Endowed Presidential Fellowship; use only when entitled "fellowship" and greater funding minimum is met	
27	FID	Funded with or including distributions from another endowment by special UT System approval	
28	LECT	Lecture Series created as program support type after BOR discontinued Lectureship category in 1988	
29	MEM	An endowment created to honor the memory of a deceased individual	added 2/14/11
30	NAME	Officially-named building, room, facility, or program; see "Remarks" for details	
31	PDF	Includes President's discretionary funds	
32	PGA	Planned Gift additon to an existing endowment	
33	PGC	Planned Gift Created, initiated by a planned gift	
34	PGP	Planned Gift Pending by irrevocable legal means	
35	PRAS	Funded by >\$25K gift to President's Associates program; designated for President's Office, a CSU, or both	
36	UPG	Additional BOR action effected to upgrade endowment	
37	UPGP	Upgrade possibility specified in donor agreement; see Criteria and Remarks page of individual endowment	

Investment

38	EXT1	Endowment is held by a UT-affiliated external entity, including Law School, McCombs School, and LBJ Foundations	Updated 4/1/2013
39	EXT2	Endowment is held jointly by BOR and a UT-affiliated external entity, including Law School, McCombs School, and LBJ Foundations	Updated 4/1/2013
40	EXT3	Endowment is held by a non-affiliated external entity, such as the San Antonio Area Fdn or a named Trust	
41	EXT4	Endowment is held jointly by BOR and a non-affiliated external entity, such as a named Trust	
42	ODE	O'Donnell endowments with exceptions to the O'Donnell Rule of reinvestment (either permanent or temporary) (Investment)	2/27/13 active
43	RBX1	Rebate of compliance management fee required by donor	9/21/11 was RBX
44	RBX2	Maximum percentage cap of compliance rebate fee required by donor	added 9/21/11
45	RNV1	Permanent reinvestment required by donor agreement	
46	RNV2	Temporary or conditional reinvestment required by donor agreement or administrative decision	
47	SIAP	Per donor instrument, UTIMCO holds assets separately from Long Term Fund	

Reporting

48	ARPT	Annual Report UTIMCO stewardship code is on at least one principal; programmatically maintained	
49	CKRL	Cockrell Foundation endowments requiring special annual report from College of Engineering	
50	FACX	A faculty endowment not intended for a full time, faculty-holder appointment; may omit from holder-required reports	new 3/19/2012
51	HOU	Houston Endowment endowments requiring special annual report from College of Communication	

Special Handling Codes by Group

52	JAM	Endowments funded by Lee & Joe Jamail to benefit students; requires an annual report from Central Development	
53	LOAN	An endowment that provides a loan, to be repaid, not a direct award	added 10/30/12
54	OD	Groups all O'Donnell Fdn endowments, incl SEM, required in the annual report coordinated by Central Development (used as a search; no need to enter this, as long as another OD code is used)	
55	RAP	Rapoport Foundation endowments requiring special annual report from Central Development (limited)	
56	SR14	System compliance report pool for FY 2013-14	added 4/25/2014
57	SRPT	Any endowment requiring a special report to donor/s from Central Dev or a CSU	
58	THR	Named subsidiary endowments (5799s) to Thrust 2000 (57102158) requiring a special annual report from Engineering	
59	YRR	Yearly Representative to Receive report changes with change in association leadership	

Usage

60	CAEE	Endows benefiting the CAEE Scholars & Fellows Legacy Program, begun in fall 2012	added 3/7/2013
61	CCLP	College of Education endowments benefiting students in the Community College Leadership Program (CSU)	2/27/13 active
62	CMBA	Award may be used in tandem with other award/s to allow for a larger scholarship package; other criteria still apply	
63	CYC	Endowment spends in cyclical and/or irregular patterns	
64	FAS	Forty Acres Scholarships, to provide full academic student support (4-5 years)	
65	GE93	Gift exception allows gifts to the endowment for direct expenditure (93 subaccount allowed)	
66	LAI	Any endowment with a focus on programmatic activity related to Latin America or benefits students/faculty from Latin America	
67	SYS	Benefits UT Austin and other UT System component schools	

X-Archive

68	B1	Matching funds from Brackenridge #1 Program (Donor)	
69	B2	Matching funds from Brackenridge #2 Program (Donor)	
70	BPF	Matching funds added from 1994 Borden property funds (Donor)	
71	BRUT	Endowments funded from 1982-1991 by the David Bruton, Jr. Charitable Trust or by matching funds to their gifts. (Donor)	
72	DXB	Endowment benefiting the Dana X. Bible Academic Center in Intercollegiate Athletics (CSU)	
73	LEA	Includes funds from the Legal Educational Activities account in the School of Law from 1984-1991 (CSU)	2/27/13 archive confirmed
74	LFS	Endowments honoring Littlefield Society event performers from 1991-94 in Fine Arts (CSU)	
75	LSF	Dean contributed unrestricted funds from the Law School Foundation from 1968-2001 (CSU)	2/27/13 archive confirmed
76	OD3	O'Donnell's 1990 Challenge for Excellence in Engineering (Donor)	

5/15/2014

X-Archive houses codes that are in use, static, and no longer applied

3

Special Handling Codes by Group

77	OD4	O'Donnell's 1988 matching challenge to fund or supplement student endowments in Fine Arts (Donor)	
78	OD5	O'Donnell's 1990 matching challenge Thrust 2000 Graduate Fellowships in Engineering (Donor)	
79	OD6	O'Donnell-funded endowment for the benefit of the CAM Program (Computational and Applied Mathematics) (Donor)	
80	ODM	Science-Engineering Match of 1984; \$1 million Chairs funded by O'D gifts or Univ matching to O'D gifts (Donor)	
81	PAS	Includes funds from the Pharmacy Alumni Association from 1993-2001 (CSU)	2/27/13 archive confirmed
82	PXT1	Prior Bus Sch Fdn-held endowments transferred to UT System BOR in the summer of 2005 (CSU)	
83	PXT2	Prior jointly-held Bus Sch Fdn/BOR endowments transferred to UT System BOR in the summer of 2005 (CSU)	
84	QEF	A mid-term UTIMCO quasi investment fund on large-balance endowments from August 2004 to November 2006 only (Investment)	updated 1/14/2013
85	RCF	Includes funds from the 1991 Roberts Challenge Fund in the School of Law (CSU)	
86	SC	Includes matching funds from the Second Century Fund program in Intercollegiate Athletics from 1995-97 (CSU)	2/25/13 date range added
87	SEM	Sci and Eng Match of 1984; \$1 million Chairs funded by donors other than O'D or by Univ matching to those gifts (Donor)	
88	SH	Includes funds from the 1985 Estate of Alice Jane Sheffield (Donor)	
89	SR07	System compliance report pool for FY 2006-7	
90	SR08	System compliance report pool for FY 2007-8	
91	SR09	System compliance report pool for FY 2008-9	
92	SR10	System compliance report pool for FY 2009-10	
93	SR11	System compliance report pool for FY 2010-11	
94	SR12	System compliance report pool for FY 2011-12	added 1/23/2012; archived 5/24/13
95	SR13	System compliance report pool for FY 2012-13	added 5/24/2013; archived 5/15/2014

VIP and DEFINE Endowment Handling Specifics

If you are **entering gifts and/or processing expenditures** on endowments, please take a 10-minute training module **VI 504** under *Optional Modules Available* in the online University Compliance System (https://utdirect.utexas.edu/cts/index.WBX?s_show_all=Y). Internal audits requests this training.

Financial Accounting Services and Endowment Services together provide gift handling guidelines, based on the gift's purpose and intent. Particulars for gift entry into *DEFINE and VIP Direct follow.

1) Holding accounts for gifts pending endowment establishment

Characteristics:

- **30-9000-xx** accounts receive initial gift deposit and await the endowment establishment process and approval. *Endowment holding accounts are listed at the end of this document.*
- Gifts, individual or grouped, are to be tracked to ensure transfer to the appropriate new endowment-specific account. The dept. creates an **endowment tracking code**, i.e., the first three letters of donor's last name plus year.
- When the endowment is approved and a 57-10xx-xx account assigned, transfers of funds is effected for endowment investment, and gift and pledge records updated.

VIP attributes:

- Include an **endowment tracking code** for each gift, to ensure correct transfer to the 57-10xx-xx account, when one is created, and change of gift and pledge record.
- Endowment gift flag is **YES**
- Receipt detail – Use choice **C** and customize for whichever statement applies:
“For the creation of the *Bob Jones Scholarship in Scuba Diving* endowment.”
“For the creation of a new endowment, honoring Bob Jones.”
“For the creation of a new endowment, memorializing *Bob Jones*.”

DEFINE attributes:

- Gifts: Deposit into 93 subaccount; use object code 3340
- Expenditures: None
- Report Code: END HOLDG
- Add an **endowment tracking code** to DTN or Dept Code field
~~~~~

Following endowment establishment, initiate a transfer document:

- FYI copy to ENDOWTRAN
- Transfer funds on a VT6 as follows:
  - Debit 30-9000-xx93 using object code 3340
  - Credit 57-10xx-xx20 using object code 3385
- Please include the gift ID number on the comment line of the transfer voucher. Contact [oa.fas@austin.utexas.edu](mailto:oa.fas@austin.utexas.edu) with questions.

### 2) True and fully implemented (established) endowments -- Permanent or Quasi

#### Characteristics:

- 57 investment endowment account linked to a 30 account (see GBR in DEFINE)

#### VIP attributes:

- Identify established endowments on VIP by donor's pledge or gift page, or by an endowment search
- Gift deposits to 57 account (20 subaccount)
- Endowment gift flag is **YES** for Permanent, **NO** for Quasi. Quasi gifts are those received **without donor intent for endowment investment at the outset**, such as general gifts for discretionary use.

## VIP and DEFINE Endowment Handling Specifics

- Receipt detail – Use choice A: Account Title of the Endowment
- DEFINE attributes:
- Gifts: for investment, into 57 acct (20 subaccount); use object code 3385
  - Earnings to 30 income account, 94 subaccount
  - Expenditures: Any expenditure subaccount as directed by donor agreement
  - Report Code: END

### 3) **True and fully implemented endowments, with exception that allows deposit of gifts for direct expenditure by donor agreement**

Characteristics:

- Donor-directed gifts for expenditure are deposited to the 30 account

VIP attributes:

- Endowment Services adds **GE93** special handling code on main endow screen
- Gift deposits to 30 account (93 subaccount)
  - Endowment gift flag is NO, because the gift itself is for direct expenditure, not for endowment investment.
- Receipt detail – Use choice F and customize entry appropriately. Example:  
“To supplement a scholarship until endowment pledge is fulfilled.”

DEFINE attributes:

- Gifts: for expenditure, into **30** acct (93 subaccount); use object code **3340**
- Expenditures: Any expenditure subaccount as directed by donor agreement
- Report Code: END EXCPT

### 4) **Externally-held endowments (Non-UT BOR held, mainly, Law and LBJ Foundations)**

Characteristics:

- Endowment is accepted by UT System and benefits UT Austin
- Investment principal is held by an external entity, not by UT Board of Regents
- UT System assigns a 67 or 00 account as a placeholder that does not exist in DEFINE

VIP attributes:

- Gift accounts are maintained by benefiting CSU and may or may not receive gifts on VIP
- Endowment Services links 67/00 with 30 income accounts for VIP display
- Endowment gift flag is YES, when entered in VIP

DEFINE attributes:

- External earnings deposit into 30 income acct, 93 subaccount (not 94 subaccount)
- Expenditures: Any expenditure subaccount as directed by donor agreement
- Report Code: END EXTNL

---

### Contact Information

VIP endowment gift & transfer contact: Daytha Hulion, 471-8019 or [dhulion@austin.utexas.edu](mailto:dhulion@austin.utexas.edu)

VIP gift entry access contact: Sarah Williams, 475-9651 or [swilliams@austin.utexas.edu](mailto:swilliams@austin.utexas.edu)

VIP endowment access contact: Jenny Chang, 475-9605 or [jchang@austin.utexas.edu](mailto:jchang@austin.utexas.edu)

DEFINE 30 accounts contact: Janey McDaniel, 471-2801 or [jmcdaniel@austin.utexas.edu](mailto:jmcdaniel@austin.utexas.edu)

---

## VIP and DEFINE Endowment Handling Specifics

### Holding Accounts for Gifts Pending Endowment Establishment

| CSU Name                            | VIP Gift<br>CSU Code | DEFINE<br>Unit Code | Acct Number  | Date Acct<br>Created |
|-------------------------------------|----------------------|---------------------|--------------|----------------------|
| American History                    | CQ                   | 5031                | 30-9000-2893 | 06/2010              |
| Architecture                        | AT                   | 0040                | 30-9000-0093 | 06/2010              |
| Athletics                           | TO                   | 2705                | 30-9000-1793 | 06/2010              |
| Blanton Museum of Art               | BL                   | 1540                | 30-9000-1093 | 06/2010              |
| Business                            | GR                   | 0820                | 30-9000-0593 | 06/2010              |
| Communication                       | CO                   | 0940                | 30-9000-0693 | 06/2010              |
| Continuing and Innovative Education | CE                   | 4400                | 30-9000-2193 | 06/2010              |
| Counseling and Mental Health Center | VS                   | 4040                | 30-9000-3493 | 02/2013              |
| <b>Development Office*</b>          | DB                   | 5010                | 30-9000-2493 | 06/2010              |
| Diversity & Community Engagement    | IX                   | 5008                | 30-9000-2393 | 06/2010              |
| Education                           | ED                   | 1020                | 30-9000-0793 | 06/2010              |
| Engineering                         | EN                   | 1220                | 30-9000-0893 | 06/2010              |
| Engineering – Friends of Alec       | EN                   | 1220                | 30-9000-3193 | 12/2012              |
| Fine Arts                           | CF                   | 1500                | 30-9000-0993 | 06/2010              |
| Geosciences                         | JS                   | 0405                | 30-9000-0493 | 06/2010              |
| Graduate Studies                    | GS                   | 5030                | 30-9000-2793 | 06/2010              |
| Harry Ransom Center                 | HR                   | 2600                | 30-9000-1693 | 06/2010              |
| Information                         | GL                   | 1680                | 30-9000-1293 | 06/2010              |
| Law                                 | LO                   | 1640                | 30-9000-1193 | 06/2010              |
| Liberal Arts                        | LA                   | 0085                | 30-9000-0393 | 06/2010              |
| Natural Sciences                    | NS                   | 0083                | 30-9000-0293 | 06/2010              |
| Nursing                             | NU                   | 1690                | 30-9000-1393 | 06/2010              |
| Pharmacy                            | PH                   | 1700                | 30-9000-1493 | 06/2010              |
| Provost Office                      | AF                   | 5020                | 30-9000-3293 | 12/2012              |
| Public Affairs                      | LJ                   | 6480                | 30-9000-3093 | 06/2010              |
| Recreational Sports                 | VS                   | 2715                | 30-9000-1893 | 06/2010              |
| Research                            | VR                   | 5025                | 30-9000-2593 | 06/2010              |
| Social Work                         | SW                   | 1720                | 30-9000-1593 | 06/2010              |
| Student Affairs                     | VS                   | 4000                | 30-9000-2093 | 06/2010              |
| Undergraduate Studies               | UG                   | 5028                | 30-9000-2693 | 06/2010              |
| University Unions                   | VS                   | 4570                | 30-9000-2293 | 06/2010              |
| UT Libraries                        | LC                   | 3800                | 30-9000-1993 | 06/2010              |
| UT Press                            | UP                   | 6130                | 30-9000-2993 | 06/2010              |
| Wildflower Center                   | JW                   | 0050                | 30-9000-0193 | 06/2010              |

\*Development Office may hold gifts pending endowment establishment for any unit.

Original distribution 7/1/2010 by Financial Acctg. Services, Gift Admin., and Endowment Services  
Updated 9/10/2013

## Usage Criteria Codes by Group

|    |             |                                                                                                                                                                     |                          |
|----|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1  | <b>IPER</b> | Only one award per individual, not renewable                                                                                                                        |                          |
| 2  | <b>AAM</b>  | Award amount mandated                                                                                                                                               | EPS*/EPF*                |
| 3  | <b>REPT</b> | May be awarded multiple times to the same individual                                                                                                                |                          |
| 4  | <b>CTXT</b> | See text for classification specifics                                                                                                                               |                          |
| 5  | <b>FT</b>   | Student recipient to be enrolled full time                                                                                                                          | EPS/EPF; added 3/15/2010 |
| 6  | <b>FTX</b>  | Student recipient to be enrolled full time, with exceptions; see donor criteria for details                                                                         | added 3/15/2010          |
| 7  | <b>IAM</b>  | Intended for participants in Intercollegiate Athletics for Men                                                                                                      |                          |
| 8  | <b>IAP</b>  | For Intercollegiate athletes who have finished their eligibility but need additional time to complete their degree                                                  |                          |
| 9  | <b>IAW</b>  | Intended for participants in Intercollegiate Athletics for Women                                                                                                    |                          |
| 10 | <b>RBD</b>  | Student enrollment restricted to specified Department                                                                                                               |                          |
| 11 | <b>RBM</b>  | Student enrollment restricted to specified Major                                                                                                                    |                          |
| 12 | <b>SAB</b>  | Student support for study abroad programs and academic or research travel                                                                                           | added 1/30/2008          |
| 13 | <b>SUM</b>  | For use in Summer Session                                                                                                                                           |                          |
| 14 | <b>DEAN</b> | Faculty appt for a Dean or Unit Director                                                                                                                            |                          |
| 15 | <b>DEPT</b> | Faculty appt designated for a specified department                                                                                                                  |                          |
| 16 | <b>TENX</b> | A chair that allows a non-tenured appointment                                                                                                                       | added 11/13/2012         |
| 17 | <b>TERM</b> | Faculty appt for a limited or rotating period of time                                                                                                               |                          |
| 18 | <b>VIS</b>  | Faculty appt for a visiting or a non-resident teacher/researcher                                                                                                    |                          |
| 19 | <b>CITP</b> | Recipient must be U.S. citizen or Permanent Resident. Note: Federal law requires inclusion of Permanent Residents, even when donor may have specified U.S. citizen. | updated 3/14/2011        |
| 20 | <b>INTL</b> | Recipient must be an international student as classified by the International Office                                                                                | updated 2/14/11          |
| 21 | <b>RCS</b>  | Recipient must have resided in or matriculated from a certain region, county, school or other geographic area (see donor criteria for specifics)                    | updated 2/14/11          |
| 22 | <b>ST</b>   | Recipient must have resided in or matriculated from a U.S. state other than Texas (see donor criteria for specifics)                                                | updated 2/14/11          |
| 23 | <b>TXR</b>  | Recipient must have resided in or matriculated from Texas                                                                                                           | updated 2/14/11          |



## Usage Criteria Codes by Group

|    |      |                                                                                                                                                                                                            |                                                 |
|----|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| 24 | GRAD | Award for any classification of graduate student                                                                                                                                                           | EPF*<br>clarified 2/15/2010<br>updated 20140509 |
| 25 | MA   | Award for any Masters student (MA, MBA, MFA, etc.)                                                                                                                                                         |                                                 |
| 26 | PHD  | Award for PhD student                                                                                                                                                                                      |                                                 |
| 27 | ACAD | Strong Academic performance required, no specific GPA specified                                                                                                                                            | EPF*                                            |
| 28 | GPA  | Minimum GPA specified in text                                                                                                                                                                              | EPS                                             |
| 29 | FN   | Award to be based on financial need                                                                                                                                                                        | EPS/EPF                                         |
| 30 | AGEX | Do NOT apply Age criterion. UT System Policy 138 prohibits use of this donor request. Please contact Jamie Cantara or Christie Schoenrock in Endowment Services and Compliance for more information.       | amended<br>9/23/2013                            |
| 31 | ETHX | Do NOT apply Ethnicity criterion. UT System Policy 138 prohibits use of this donor request. Please contact Jamie Cantara or Christie Schoenrock in Endowment Services and Compliance for more information. | amended<br>9/23/2013                            |
| 32 | FEMX | Do NOT apply Female criterion. UT System Policy 138 prohibits use of this donor request. Please contact Jamie Cantara or Christie Schoenrock in Endowment Services and Compliance for more information.    | amended<br>9/23/2013                            |
| 33 | MALX | Do NOT apply Male criterion. UT System Policy 138 prohibits use of this donor request. Please contact Jamie Cantara or Christie Schoenrock in Endowment Services and Compliance for more information.      | amended<br>9/24/2013                            |
| 34 | MINX | Do NOT apply Minority criterion. UT System Policy 138 prohibits use of this donor request. Please contact Jamie Cantara or Christie Schoenrock in Endowment Services and Compliance for more information.  | amended<br>9/23/2013                            |
| 35 | RELX | Do NOT apply Religion criterion. UT System Policy 138 prohibits use of this donor request. Please contact Jamie Cantara or Christie Schoenrock in Endowment Services and Compliance for more information.  | amended<br>9/23/2013                            |
| 36 | CSCR | Unrestricted or discretionary support for use by a department chair, center director, or program director                                                                                                  | added 9/10/2013                                 |
| 37 | DSCR | Unrestricted or discretionary support for use by a Dean or Unit Director                                                                                                                                   |                                                 |
| 38 | FAC  | Program endowment providing significant faculty support                                                                                                                                                    | amended 4/4/2008                                |
| 39 | PDOC | Program endowment providing significant post-doctoral support                                                                                                                                              | amended 4/4/2008                                |
| 40 | PSCR | Unrestricted or discretionary support for use by the President                                                                                                                                             |                                                 |
| 41 | RES  | Program endowment providing significant research support                                                                                                                                                   | amended 4/4/2008                                |
| 42 | STUD | Program endowment providing significant student support                                                                                                                                                    | amended 4/4/2008                                |

## Usage Criteria Codes by Group

|                 |      |                                                                                                                                                         |                                    |
|-----------------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| 43              | CKTX | Check text for special or highly detailed criteria                                                                                                      |                                    |
| 44              | EXAC | External award committee selects student recipients (no longer approved for new endowments, last approved in 1958)                                      |                                    |
| 45              | FEM  | Endowment may benefit a female recipient, when females are underrepresented in the field or area of study                                               | amended<br>9/23/2013               |
| 46              | FS   | For UT Austin faculty/staff or child of UT Austin faculty/staff member                                                                                  |                                    |
| 47              | MALE | Endowment may benefit a male recipient, when males are underrepresented in the field or area of study                                                   | amended<br>9/23/2013               |
| 48              | MIL  | Awardee is either active military, serves in military reserves, is a veteran, or is the dependent of a veteran                                          | added 1/31/2013                    |
| 49              | MOF  | Awardee is a member of a specific organization (see text)                                                                                               |                                    |
| 50              | PHYS | Restriction or preference by donor for recipient who is physically disabled, handicapped or impaired, or for related programs, services, and education. | amended<br>10/9/2008               |
| 51              | PMOF | Parent or relative of awardee is a member of a specific organization (see text)                                                                         |                                    |
| 52              | PRGM | Student endowment with program support permissible                                                                                                      |                                    |
| 53              | QUAL | See text for specific but hard to measure qualities                                                                                                     |                                    |
| 54              | SPLF | Specific life experience (see text)                                                                                                                     |                                    |
| 55              | SPTL | Specific talent (see text)                                                                                                                              |                                    |
| 56              | SPWK | Specific work experience (see text)                                                                                                                     |                                    |
| 57              | SUBJ | To support study or teaching in a specific subject or area of expertise not defined by a major or dept                                                  | added 2/8/2008                     |
| 58              | VOL  | Awardee has been involved with volunteer activities (see text)                                                                                          |                                    |
| UNIVERSITY-WIDE |      |                                                                                                                                                         |                                    |
| 59              | FJS  | Award for freshman, juniors, or seniors                                                                                                                 | added 4/14/2010                    |
| 60              | FR   | Award for freshmen                                                                                                                                      |                                    |
| 61              | FRSO | Award for freshmen or sophomores                                                                                                                        | added 3/15/2010                    |
| 62              | FSJ  | Award for freshmen, sophomores, or juniors                                                                                                              |                                    |
| 63              | JR   | Award for juniors                                                                                                                                       |                                    |
| 64              | JRSR | Award for juniors or seniors                                                                                                                            | EPS*<br>added 3/15/2010            |
| 65              | JSG  | Award for juniors, seniors, or graduate students                                                                                                        | Grad crossover;<br>added 3/15/2010 |
| 66              | SJS  | Award for sophomores, juniors, or seniors                                                                                                               |                                    |
| 67              | SJSG | Award for sophomores, juniors, seniors, or graduate students                                                                                            | Grad crossover;<br>added 3/15/2010 |
| 68              | SOJR | Award for sophomores or juniors                                                                                                                         | added 9/16/2011                    |

5/15/2014 On VIP, \*Denotes requirement. No \* denotes preference.

3

## Usage Criteria Codes by Group

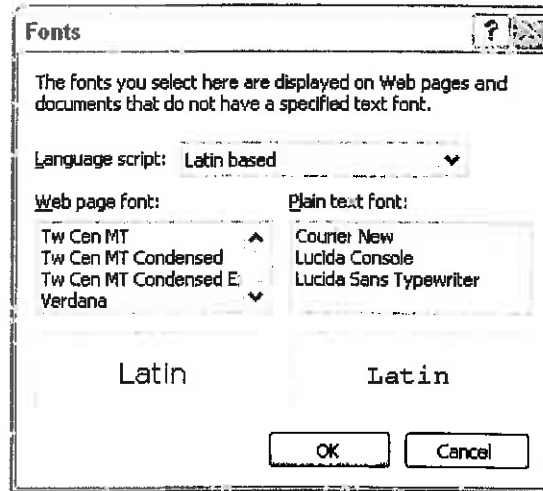
|    |             |                                                              |                                                 |
|----|-------------|--------------------------------------------------------------|-------------------------------------------------|
| 69 | <b>SOPH</b> | <b>Award for sophomores</b>                                  |                                                 |
| 70 | <b>SR</b>   | <b>Award for seniors</b>                                     |                                                 |
| 71 | <b>SRGR</b> | <b>Award for seniors or graduate students</b>                | <b>Grad crossover;<br/>added 3/15/2010</b>      |
| 72 | <b>U/G</b>  | <b>Award for undergraduates or graduate students</b>         | <b>Grad crossover;<br/>added 3/15/2010</b>      |
| 73 | <b>UNGR</b> | <b>Award for any classification of undergraduate student</b> | <b>clarified 2/15/2010<br/>updated 20140509</b> |

## VIP Endowment Known Quirks

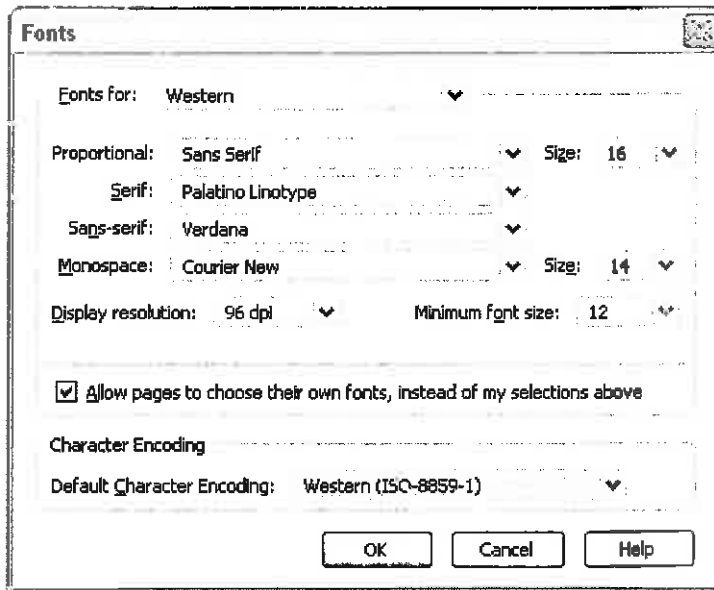
Regardless of which internet browser you are using, the **Criteria and Remarks** page on VIP Direct requires specific **font settings** to allow for correct entry of text. It is critical that a true **monospace font**, such as **Courier New**, is set in the monospace field in font preferences.

Here are instructions for changing **Internet Explorer** and **Firefox** browsers for correct font compliance.

On *Internet Explorer*, Go to **Tools > Internet Options > Fonts**. Select **Courier New** as the *Plain text font*.



On *Firefox*, Go to **Tools > Options**, click **Content** tab, then next to **Fonts & Colors**, click **Advanced**, then select **Courier New** for the **Monospace** font.



Updated 11/5/2012

## FRMS Sample of Endowed Scholarship and Donor Criteria Display

### Scholarship Home

Search for existing scholarships (select Account, enter account number and Fiscal Year)

Scholarship Search  for  Fiscal Year:  - 2010

Search Results for Account (displays all documents, select one **Document ID**)

**Scholarship/Fellowship Award Document** (Scroll down to **Accounts** display)

| Account Number | Amount     | Pool Balance | Account Name                                                                                                                     | Department Codes | Endowment Details     |
|----------------|------------|--------------|----------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------|
| 3073086770     | \$2,500.00 | \$ 15,000.00 | George M. Kozmetsky Memorial Endowed Presidential Scholarships<br>George M. Kozmetsky Memorial Endowed Presidential Scholarships | None             | <b>Donor Criteria</b> |

**By approving this document, you are certifying that this recipient meets the donor criteria listed in the Donor Criteria links of the 30-accounts listed above.**

(Click on **Donor Criteria** on far right for display)

### ***George M. Kozmetsky Memorial Endowed Presidential Scholarships***

#### **Basic Information**

Account Number: 3073086770

Pool Balance: 15000.00

#### **Required Criteria**

FRSO - Award for a freshman or sophomore undergraduate student

REPT - May be awarded multiple times to the same individual

AAM - Award amount mandated

CITP - U.S. citizen or Permanent Resident

CKTX - Check text for special or highly detailed criteria

#### **Preferred Criteria**

FN - Award to be based on financial need

PHYS - Restriction or preference by donor for recipient who is physically disabled, handicapped or impaired, or for related programs, services, and education.

#### **Full Donor Criteria**

Funds to be awarded to freshmen or sophomores with priority to academically average, learning disabled/socially or economically handicapped; recipients must be US citizens or permanent residents. Once awarded the scholarship will continue to be awarded for subsequent years while working toward a BBA degree, provided the recipient remains in good academic standing. Scholarship will end with the award of the academic degree, but in no instance will it be paid to the same individual in excess of 48 months from the date of the initial award.

#### **\*\*EPS Program Minimum Standards\*\***

Undergrad - GPA 3.75 U-wide, 3.25 CSU; 45 hrs in res; consec long sessions, full-time status during award. Grad - Academic merit, full-time status. Minimum annual award for both grads/undergrads \$2500; financial need may be considered. If minimum award amount cannot be met, funds from other endowed scholarship accounts may be added to supplement this scholarship. See scholarships with CMBA special handling code for others that apply in your CSU. Donor criteria have priority.

#### **Source**

VIP Direct (<https://utdirect.utexas.edu/vipdirect/>)

#### **Contact Information**

For further information, contact Endowment Services at 471-5424.

--  
Updated 8/24/2010

## Endowment Donor Criteria on DEFINE GB1 from VIP

On VIP Direct, go to the Main page of a given endowment, and find the Income 30-account number. Example: Endowment Investment Account = 57103653, Income Account = 30751926.

In **\*DEFINE**, go to **GB1** screen and enter the income account number with a sub account (example: 70 sub acct for scholarships).

Enter **X** next to "Mark for Donor Criteria" to display VIP data.

The Donor Criteria displays on a pop-up screen. When text exceeds one page, hit Enter to continue to the second page (or more) of text.

```

127.0.0.1
QWS3270 Edit View Options Tools Help
-----
*DEFINE          ACCOUNT INFO / ACCOUNT - GB1          YEAR: 04 05
Command: GB1    Account: 3075192670    Misc:          Month: SEP
-----
CSD -JAMAIL EPS IN SPEECH-LANG PATHOLOGY                Scr 1 of 4
SCHOLARSHIPS AND FELLOWSHIPS
Mark for Donor Criteria:
Administrator:
CHAMPLIN, CRAIG A          EID: champlin
COMM SCIENCE AND DISORDERS    Mail: A1100
Phone: 471-6345 232-1478
Acct Unit Code: 1010-000
Other Authorized Signers:
1) JANICE M DAMAN          COMMUNICATION, DE
2) LOURDES G JONES        COMM SCIENCE AND
3) EKLAND-OLSON, SHELDON  EXEC VP & PROVOST
4) HART, RODERICK P       COMMUNICATION
5)
** Use GES Command for Electronic Signers **
Acct Ct: SHEFALI SHIRHATTI  ACSNS 471-2801
Dept Ct: CRAIG A CHAMPLIN  CSCAC 471-6345
Address: COMM SCIENCE AND DISO Mail Code A1100
Eur Auth: L                Date Last Act: 08/31/05
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 12/13/06 03:49 PM --
Connected to 127.0.0.1 port 23          3/12 NJM 15:51:09 IBM-3279-2-E
    
```

--updated 11/5/2012

```

127.0.0.1
QWS3270 Edit View Options Tools Help
-----
+----- Donor Criteria for Endowment Income Account: 30751926 -----+
Essential Considerations:
GRADUATE UNDERGRADUATE ENROLLMENT MERIT AWARD

Text from Donation Instrument:
To provide scholarship support to both graduate and undergraduate students
in the Speech-Language Pathology program of the Department of Communication
Sciences and Disorders. jm 4/7/2003 16:25:01
**EPS Program Minimum Standards**
Undergrad - GPA 3.75 U-wide, 3.25 CSU; 45 hrs in res; consec long sessions,
full-time status during award. Grad - Academic merit, full-time status.
Minimum annual award for both grads/undergrads $2500; financial need may
be considered. Donor Criteria have priority.

Source:
VIP Direct (https://utdirect.utexas.edu/vipdirect/)
For further information, contact Endowment Services at 471-5424.
-----
Connected to 127.0.0.1 port 23          2/1 NJM 15:53:21 IBM-3279-2-E
    
```

## Endowment Security Authorizations on VIP Direct

There are four authorization levels for endowments on VIP Direct:

### View Only

Authorized view-only users may view all endowment data and may not edit any field on any endowment page.

### CSU Specific

Authorized CSU users may edit certain fields on their CSU's endowments only. See the VIP Help associated with each page for details on entry requirements.

| VIP screen       | Fields that may be edited by CSU-authorized users                                                                                                                                                                                                                                                                                                                                                         |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Criteria/Remarks | <b>CSU Criteria and CSU Remarks</b><br>Note that a mono-space font must be used in these large text fields.                                                                                                                                                                                                                                                                                               |
| Recipients       | <b>Student or Awardee</b> entries on <b>Student</b> endowments, <b>except EPS/EPFs, and Program Support</b> may be manually entered when not auto-entered via SS1/SS2, FRMS, or OSFS. Entries began as manual-entry on EPSs in FY 1988-89. Auto-entries began in 1998-99 for students receiving scholarships or awards on all Student endowments, Chairs, Professorships, and Program Support endowments. |
| Stewardship      | <b>Special Reports and Special Events</b> entries may be made, include the month/year and short description (max. 30 characters).                                                                                                                                                                                                                                                                         |

### Provost Office

Authorized provost office users may edit appointments on VIP direct of Faculty Holders, Faculty Fellows, Emeritus, or Awardees on **Faculty and Program Support** endowments.

### Endowment Services

Authorized endowment services users are capable of editing the following pages/fields:

| VIP screen       | Fields that may be edited by Endowment Service authorized users                                                                                                                         |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Main             | Status, funding source, purpose, amended BOR dates, special handling codes, fully-funded remarks, parent/subsidiary, EPS recognized, benefiting CSUs + dept designations, and gift goal |
| Criteria/Remarks | Donor Criteria and Dev Remarks                                                                                                                                                          |
| Principals       | EID/Names, principal type, and correspondence choice; Endowment Creation Summary                                                                                                        |
| Stewardship      | Annual Letters, Special Reports, and Special Events                                                                                                                                     |
| Recipients       | Student, Awardee, Faculty on all endowments, except book funds                                                                                                                          |

The **Main** page includes auto-entered, **not editable**, data from the UT System database, including the official title, Board of Regents approval date, and endowment type (permanent, etc.); and financial data from DEFINE and UTIMCO. Other VIP Direct pages that are **not editable** include the Finance Summary, RE05 Summary, Gifts, Pledges/Planned Gifts, Compliance Reports, and the Report Writer.

*Updated 11/5/2012*

## Helpful Endowment-Related Website URLs

|                  |                                                                    |
|------------------|--------------------------------------------------------------------|
| <b>UT Austin</b> | <b><a href="http://www.utexas.edu/">http://www.utexas.edu/</a></b> |
|------------------|--------------------------------------------------------------------|

|                |                                                                                                                                             |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Giving to UT   | <a href="http://giving.utexas.edu/">http://giving.utexas.edu/</a>                                                                           |
| Dev Guide      | <a href="http://giving.utexas.edu/devguide/endowments/">http://giving.utexas.edu/devguide/endowments/</a>                                   |
| Legacy Project | <a href="http://endowments.giving.utexas.edu/endowments/legacy-project/">http://endowments.giving.utexas.edu/endowments/legacy-project/</a> |
| Webspace Info  | <a href="http://www.utexas.edu/its/webspace/index.php">http://www.utexas.edu/its/webspace/index.php</a>                                     |

*UT EID secured*

|            |                                                                                                                                 |
|------------|---------------------------------------------------------------------------------------------------------------------------------|
| VIP Direct | <a href="https://utdirect.utexas.edu/vipdirect/">https://utdirect.utexas.edu/vipdirect/</a>                                     |
| Dev Direct | <a href="https://mydev.giving.utexas.edu/">https://mydev.giving.utexas.edu/</a>                                                 |
| Cognos     | <a href="https://utdirect.utexas.edu/vipdirect/rpt/cognosdocs.WBX">https://utdirect.utexas.edu/vipdirect/rpt/cognosdocs.WBX</a> |
| FRMS       | <a href="https://utdirect.utexas.edu/apps/frms/home/">https://utdirect.utexas.edu/apps/frms/home/</a>                           |

|                  |                                                                        |
|------------------|------------------------------------------------------------------------|
| <b>UT System</b> | <b><a href="http://www.utsystem.edu/">http://www.utsystem.edu/</a></b> |
|------------------|------------------------------------------------------------------------|

|                                        |                                                                                                                                                     |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Board of Regents' Rules & Regulations: | <a href="http://www.utsystem.edu/bor/rules/">http://www.utsystem.edu/bor/rules/</a>                                                                 |
| Gift Acceptance Policy (GAP):          | <a href="http://www.utsystem.edu/bor/procedures/policy/policies/uts138.html">http://www.utsystem.edu/bor/procedures/policy/policies/uts138.html</a> |
| Development & Gift Planning Services:  | <a href="http://www.utsystem.edu/DEV/">http://www.utsystem.edu/DEV/</a>                                                                             |
| Long Term Fund Policy Statement:       | <a href="http://www.utsystem.edu/bor/rules/UTIMCO/6LTF.pdf">http://www.utsystem.edu/bor/rules/UTIMCO/6LTF.pdf</a>                                   |

|               |                                                                  |
|---------------|------------------------------------------------------------------|
| <b>UTIMCO</b> | <b><a href="http://www.utimco.org">http://www.utimco.org</a></b> |
|---------------|------------------------------------------------------------------|

Private endowments table: <http://www.utimco.org/scripts/PrivateEndowInfo/Complis.asp>

click *Online Services* for **CRIS** or **UTIMCO secured\***  
**Endowment Reporting**

\*UTIMCO is a separate entity from UT Austin, and its secured system requires a different User ID and password. Requests for access are made directly on UTIMCO's site (click *Need to Register* to request access) and approved by UT Austin endowment services staff.

*Updated 11/5/2012*