JOB AID

IMPORTANT – SUPPORTING DOCUMENTATION MUST BE SUBMITTED FOR AN ENDOWMENT PROJECT REQUEST TO BE APPROVED. Please attach the supporting documentation to the Chartfield Request in ARC. Supporting documentation may include: Gift/Pledge/Life Income Agreement, Will, Trust, Solicitation/Appeal, "Quasi" letter (available on Endowment Admin website).

Requesting a new Endowment Project

A. Select a PC Business Unit as GENRL - general

Project Section:

B. Fill in all required fields. Fill in Project Type by clicking the look up icon and select Project Start and End Dates by clicking the calendar icon.

Field	Field Description	Required / Optional
Business Unit	General classification of a Project - General	Required
Description	Project Title – the "short" name should have sufficient detail to know what it represents	Required
Long Description	The "long" name should be the exact name of the fund as indicated in the donor's document. If it is a quasi endowment directed by CU, please give it a name to indictate the school/department it belongs to and/or describe its intended use.	Required
Project Type	Enter Project Type – see 1 below	Required
Project Start Date	Project Start Date	Required
Project End Date	Project End Date – Do not enter unless the endowment truly has an end date specified by the donor in the agreement	Do not enter

1 – Please select an ARC project type. If you are not certain, select EHDVN. This field will be reviewed closely and edited by Endowment Compliance, as needed. See Endowment Fund Administration and Compliance policy for further details on each type. http://www.endowmentadmin.columbia.edu/policy.html

ARC Project Type	Definition
EHDVN	A "true" endowment, permanently restricted at the direction of the donor. Most new endowments, under NY State's "NYPMIFA" legislation, do not carry a restriction on spending historic dollar value (total of the original gifts to the fund). These endowments may be spent prudently, even while underwater.
EHDVY	A "true" endowment, permanently restricted at the direction of the donor. These funds prohibit spending historic dollar value (total of

	the original gifts to the fund), typically by language in the gift agreement that indicates CU may never spend the original gifts to the fund. These endowments may not be spent while underwater.
EQUAS	A quasi endowment (sometimes called "board designated") is a fund that functions like an endowment, but without any legal restriction to hold the fund permanently.
ETERM	Funds restricted for a period of time, but then released from restriction after a certain date or event.

General Section:

    C.   Fill in all required and relevant fields.

Field	Field Description	Required / Optional
Project Owning Department	Responsible Department	Required
Default Function (Expense)	Expense Function ChartField (see Appendix for more information)	Optional
Owning Initiative	To calculate MOT automatic funding transfers	Optional
Owning Segment	To calculate MOT automatic funding transfers	Optional
Central	Select 04 if central and 09 if non-central – see **2** below	Required
Current	Check if current, do not check if should be non- current - see **2** below	Required
Commitment Year (Recruitment)	Commitment Year for Recruitment Projects	Optional
Potential UBIT Activity	Potential Unrelated Business Income Tax (UBIT) Activity flag	Optional
Financial Reporting Frequency	If there is donor required reporting by the agreement, enter frequency	Optional

2 – Designating an endowment as current and central

- **Central**: Designating an account as central relates to the ability to substitute funds. If the endowment is to cover core functions that you would need to fund with or without the endowment gift (e.g. financial aid, professorships/salaries etc.), and use of the endowment income may release general unrestricted funds for another purpose, it is to be marked central.
- **Current:** Designating an account as current indicates that it can be use upon receipt, and payout of income can be received. A non-current account would require you to wait until a certain time to use the funds (e.g. a balance accrues, chair is filled).

JOB AID

- The link to the policy can be found at: http://www.endowmentadmin.columbia.edu/policy.html

Gifts/Endowments Section: (only complete for gift or endowment projects)

   D. Fill in all relevant fields – many of these may be left blank to be filled in by OAD or Endowment Compliance.

Field	Field Description	Required / Optional
Purpose Code	Gift purpose code - Enter purpose code (see **3** below).	Optional
Investment Pool Set	E.g. pooled, separately invested, split-interest agreement – Please enter 02, as most endowments reside in the main CU pool	Optional
Bank Account	Bank Account #	Optional
NYPMIFA Code	New York Prudent Management of Institutional Funds (NYPMIFA) Code - Endowment Compliance will complete this field	Optional
Gift Number	Enter Advance Allocation #: a 5 digit code having a one-to-one relationship with the ARC project.	Optional
Reinvestment	Check if fund should have distribution automatically reinvested	Optional
Additional Distribution	70 Basis Point flag - Check if fund should be receive additional distribution (if it is both current and central)	Optional
Income Distribution	Income Distribution - UR or TR - Endowment Compliance will complete this field	Optional

3 – Purpose Code Descriptions

- **01 - LA - Endow – Athletics**: Restricted to the Athletics Department
- **02 - LB - Endow - Academic Division (unrestricted)**: Restricted to an academic division, unrestricted within that academic division
- **03 - LC - Endow – Professorships**: Support for a professorship, tenured faculty, trustee approval and resolution are required
- **04 - LD - Endow - Jr Fac Professorships**: Support for faculty salaries (not subject to current professorship minimums)
- **05 - LE - Endow – Lectureship**: Support for faculty salaries and other costs for use in a lecture series
- **06 - LF - Endow - Property/Building/Equipment**: Support for purchase and maintenance of property, buildings, equipment
- **07 - LG - Endow - Financial Aid – General**: Student financial aid
- **08 - LH - Endow - Financial Aid – Scholarships**: Student financial aid, usually referred to as "Scholarship" in the gift agreement
- **09 - LI - Endow - Financial Aid – Fellowships**: Usually graduate student financial aid, referred to as "Fellowship" in the gift agreement

- **10 - LJ - Endow - Financial Aid – Loans**: Student financial aid, repayment not required, but "loan" is specified in the gift agreement
- **11 - LK - Endow - Financial Aid – Awards**: Student financial aid, usually based on merit, and referred to as a "prize or award" in gift agreement
- **12 - LM - Endow – Research**: Support for research
- **13 - LN - Endow – Other**
- **14 - LO - Endow – Library**: Support for a library
- **15 - LQ - Endow - Prizes/Awards**: Non-financial aid prizes or awards
- **16 - LR - Endow - Restricted (Multi-purpose)**: More than one purpose or a combination or purposes, restricted to a unit or division
- **17 - LU - Endow – Unrestricted**: Unrestricted to the University
- **18 - LV - Endow - Visit Faculty Scholar**: Support for visiting faculty salaries, usually short-term
- **19 - LW - Endow - Faculty Award**: Prizes or awards for faculty
- **20 - LX – Endow - Internships**: Student financial aid supporting internships
- **40 - LL – Endow - Loan Funds**: Support for a loan fund, requiring repayment
- **89 - LT – Endow – Academic department:** Restricted to an academic division
- **90 – LY – Endow – Center/Institute:** support for center

E. Project Team Section:
   a) Fill in Employee ID by clicking the look up icon and searching by name.
   b) Fill in Project Role by clicking the look up icon and selecting the appropriate role.
   c) Check "Project Manager" for one project team member. The team member who would have had the #1 Responsible person role in the old system would have the Project Manager role in ARC.
   d) Enter start and end date for the team member being on the project. If not specified end date choose a date significantly in the future.
   e) Repeat a-d for all project team members. Please note, to setup Report Access on a Project, the employee must first be added as a project team member.

Section	Field	Field Description	Required / Optional
Project Team			
	Project Team Empl ID	Employee ID and name of project team members	Optional
	Project Role	E.g. Project Manager, PI, CoPI	Optional
	Project Manager	Designates one team member as the project manager	Optional
	Role Start Date	Project team member start date	Optional
	Role End Date	Project team member end date	Optional

F. Project Activity Section:
   a) Fill Activity with two digit code (first activity should be '01').

b) enter description of the activity.

c) Click Activity Attribute. Fill out the 'General' section and 'Attributes' section. Fill out 'Capital Project' section for activities on capital projects. When done click 'OK'

d) Click '+' to an additional activity. Repeat steps a-c for every activity created. This will mainly be used for capital projects, or projects the have distinct stages with different reporting needs. If the project does not have distinct reporting needs, a single activity can be created for the project.

Section	Field	Field Description	Required / Optional
Project Activity			
	Activity	Defines use of scope (scaffolding, budget year)	Optional
	Activity ID Description	Activity name or description	Optional
Activity Attributes			
General	Description	Title of Activity	Required
	Activity State Date	Activity State Date	Optional
	Activity End Date	Activity End Date	Optional
Attributes	Owning Department	Responsible department on the Activity	Optional

<mark>G. Fill in Request Justification (required field). Please include:</mark>

a. Type:

    i. **Gift:** Select if the funding is a gift(s) from a donor, with a signed gift agreement. $50,000 is the required minimum for an endowment

    ii. **Pledge:** Select if the funding is from a pledge made by a donor, with a signed pledge agreement, including payment terms on the pledge. $50,000 is the required minimum for an endowment. The first payment may have been made but is not required.

    iii. **Bequest:** Select if the funding is a bequest from a deceased donor, accompanied by an executed will or a trust. A distribution has typically been received from the estate.

    iv. **Termination of LIA:** Select if the funding is from the termination of a Life Income Agreement the donor has made with the University, accompanied by the signed agreement. The funds will be transferred from the LIA account by Investment Accounting to the endowment account.

    v. **Multiple Donors:** Select if the funding is being received from multiple donors, such as a solicitation (include copy of the solicitation/appeal), where the solicitation indicates the funds will be an endowed fund. Also select if contributions have been received from multiple sources to support this endowment (accompanied by the signed gift agreemen

    vi. **Transfer of Funds:** Select if the funding is being transferred from an existing account. The funds may have been accumulated in another account to reach a certain funding level, often as indicated as part of a solicitation that indicates that funds will be current use until reaching a designated level (include solicitation). The funds may also be departmental unrestricted funds that are being transferred to a quasi endowment (accompanied by "Quasi letter").

b. The name or names of donors. If it is a fund where there are multiple donors (often solicitations), please indicate "Multiple"

c. A synopsis of the purpose of the fund. Beyond the documentation from the donor, the official documentation of the purpose can be found at the Endowment Term Sheets: http://www.endowmentadmin.columbia.edu/. For example: "Gift from John A. Smith. To be used for scholarships at the College."

H. <mark>Please include the following in the Additional Information field:</mark>

a. The dollar amount of the gift received and/or information about the total amount to be contributed (i.e. for a pledge, bequest).

b. Transfer Instructions. Please identify the project(s) from which funds are being transferred.

    i. Gift Systems is always responsible for transfers from the gift clearing and gifts received within the current fiscal year. Please detail the pledge payment schedule in this box. Please include matching information.

    ii. The Controller's Office transfers terminated gift annuity funds; prior-year gifts (not held in gift clearing), fund balances, fund splits/transfers, and non-gift funds.

c. For example: "$100,000 to be transferred from gift systems holding account" or "transfer $20,000 from project GTXXXXXX"

I. Select UNI of Departmental Approver.

J. Click 'Save.' A Request ID is generated and displayed at the top of the page.

JOB AID

Requesting an Update/Amendment to an Existing Endowment Project

A. Select a PC Business Unit.
B. Enter Project ID of the project to be updated. Current values for the project should populate in the field to the Left.

C. To update any field, fill in the new value in the field to the Right. You do not need to fill in all the values field, just the fields that need to be changed.

D. After you have filled in all updates, fill in Request Justification (required field) and the Additional Information field if necessary.   If the only change is the purpose of the fund, please note that in the Additional Information field, and update the synopsis of purpose in the "Request Justification" box.
E. Select UNI of Departmental Approver.
F. Click 'Save.' A Request ID is generated and displayed at the top of the page.